MUHAMMED

**OBJECTIVE**

 To seek a challenging position in a dynamic environment and desire to progress further in the same field and like to grow with the organization and prove to be an asset for its effective functioning and be a team player for the achievement of organizational goals and its success.

**Strength**

* Dynamic flexible personality.
* Excellent coordination and presentation skills.
* Adapt fast in any kind of environment and interpersonal skills.
* Ability to work in a team & Good leadership skill**.**

**Educational Qualifications:**

|  |  |  |
| --- | --- | --- |
| **Bcom** | **Under Calicut University** | **2009-2012** |
| **Plus Two (Commerce)** | **Under VHSE** | **2007-2009** |
| **SSLC** | **Under SCERT** | **2007** |

**Computer Knowledge:**

* Computerized Financial Accounting (Tally ERP9)
* Type writing (Higher & Lower Completed)
* MS Office (MS Word, MS excel & MS PowerPoint)
* Yser
* Global Bake

**Project: -**

**Organization: BAJAJ Pvt Ltd.**

**Duration:**

**Job Title: Job Satisfaction and Overall performance**

* To find out the balance sheet and profit and loss of the company.
* To know the satisfaction of the laborer’s

**Areas of training**

* Reception
* Sales
* Financing
* Spares and Servicing
* Customer service

**Organization:**

**Duration**: 2013 june at present

**Job Title**: **Sales coordinator & Invoicing**.

* Receiving Mails
* Customer Dealing
* Giving Orders
* Billing

**Personal Details:**

Religion : Islam

Date of Birth : 30/06/1992

Gender : Male

Nationality : Indian

Marital Status : Single

Languages known : English, Hindi, Tamil & Malayalam.

**Job Seeker First Name / CV No: 1719432**

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