PROFILE

**MOHAMMED RUSTHAM.M**

BJECTIVE

**To work in a friendly environment and have ability to work as individual and also with the team. I intend to utilize my skills and develop an enhanced networking and managerial system within a cut distributive transaction process meanwhile allowing all the field offices to receive critical service requests in a timely and professional manner.**

Personal skills

* **Comprehensive problem solving abilities and excellent verbal and written communication skills.**
* **Ability to deal with people diplomatically, problem analysis and solution.**
* **Willingness to learn and Team facilitator.**
* **Company objectives and customer interests, problem analysis and solution.**
* **Economical decision-making, innovation potentials, communication, presentation.**
* **Follows high standard of personal and work ethics.**
* **Demonstrate positive attitude and behavior.**
* **Be responsible and be adaptable.**
* **Lear continuously and work safely.**
* **PA and Secretarial skills to Director level, Minute taking and producing presentations.**

QUALIFICATION

|  |  |  |
| --- | --- | --- |
| **HIGH SCHOOL(10TH)** | **CBSE** | **2012** |
| **HIGHER SECONDARY (12TH)** | **CBSE** | **2015** |
| **CPIFA (CERTIFIED PROFESSIONAL ACCOUNTAN IN INDIAN AND FOREIGN ACCOUNTING** | **IPA** | **2016** |
| **B.COM(CURRENTLY PURSUING )** | **BHARATHIYAR UNIVERSITY** | **2016 to 2019** |

EXPERIENCE

* **1 year of experience in 4G mobiles pvt.ltd**

**JOB PROFILE - sales and marketing**

* **2 years experience in medi-tech enterprises pvt.ltd**

**JOB PROFILE - marketing and customer relations**

Skills

Microsoft word, excel, power point, photoshope , tally , Peachtree ..

Language proficiency

**English, Hindi, Malayalam**

**Job Seeker First Name / CV No: 1841934**

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