**MOHD**

**MOHD.351403@2freemail.com**

**PERSONAL DETAILS**

**Date of Birth** : 8th August 1993.

**Marital Status** : Unmarried.

**Nationality**  : Indian.

**Visa Status** : Visit Visa (17th Feb 2017 – 18th May 2017).

**Linguistic Proficiency** : English, Urdu & Hindi.

**CAREER OBJECTIVE**

###  To gain wide experience of being a part of the challenging team which explores my potential and provide me the opportunity to enhance my talent.

**COMPUTER SKILLS**

* MS Office (Word, Excel, Power-Point).
* OS: Windows XP/7/8/10.

**ACADEMIC QUALIFICATIONS**

* Pursuing **MASTER OF BUSINESS ADMINISTRATION** from **SYMBIOSIS CENTER** For **DISTANCE LEARNING** pune.
* **BACHLOR OF BUSINESS ADMINISTRATION** with **1st Div.** from **Mohammad Ali Jauhar University** 2015.
* **Intermediate** – **Greenwood Sr. Sec. School** with **1st Div.** in 2012 from Central Board of Secondary Education.
* **High School** – **Greenwood Sr. Sec. School** with **1st Div.** in 2010 from Central Board of Secondary Education.

**WORK EXPERIENCE**

* 1 Year experience of **Back Office** in a Sand Martin Consultant Pvt. Ltd. Worked as a **Process Associate**.
* 5 months experience of **Back Office** in a H2O Construction Pvt. Ltd. Worked as a **Process Associate**.

**JOB RESONSIBILITIES**

* Claim Processing
* Payroll Processing
* Enrollment Processing

**ACHIEVEMENTS**

* Rewarded with certificate National Seminar On **“HIGHER EDUCATION IN INDIA”**: Present scenario and future perspective for value based education (2015).
* Secured **“VICE HEAD BOY”** position in the event **SCHOOL PARIAMENT** (2011-2012).
* Rewarded with **Gold Medal** in **INTER HOUSE TOURNAMENT** of Cricket in 2012.
* Commendable performance in the event of **“SOCIAL SERVICE”** 2011.

**COMMENTS**

* Good communication and presentation skills.
* Organized and well-structured at work.
* Independent and self-motivated.
* Committed to deadlines and schedules.
* Honest, sincere and a hard worker with a high level of integrity.

**DECLARATION**

I hereby declare that the above mentioned information is complete and correct to the

best of my knowledge.