

**Mohammed**

**Mohammed.364174@2freemail.com**

Career Objective

To gain experience in the field of accounting and also utilize my skills, in order to increase productivity of organization and individual growth.

Work Experience

**Administrator**

Milky Day – Kerala, India

December 2015 – Present

**Roles and Responsibilities:**

* Provided Customer Service, delivered new customer IT orientations and handled
* Inbound & Outbound Cellular provisioning Offered telephonic or desk-side assistance.
* Addressed escalated issues through regular communication and problem solving.
* Performed all cash office functions and ensure that the front end is supplied with

the necessary resources for the sales-related.

* Recommend quality improvements based on commercial commodities.
* Provide accurate communication with customers, through telephonic or written means of communication, to quickly and effectively make them aware of any errors, omissions, or questions involving orders.
* Day to day entries , record , store , and analyze the information operated with Tally
* Provides payroll information by collecting time and attendance records
* Submits employee data reports by assembling, preparing and analyzing data
* Maintains employee information by entering and updating employment and status-change data
* Maintains employee confidence and protects operations by keeping human resource information confidential

Educational Qualification

**Bachelors Degree in Commerce Major in Finance – 2016**

Computer Skills

* MS Office Specialist
* Tally ERP
* Peachtree
* Quick books

Positive Traits

* Strong Technical and analytical skills
* Dedicated and Hardworking
* Willingness to learn
* Solid communications and negotiation skills.
* Proactive, positive approach. Able to grasp/learn concepts and procedures quickly.
* Smart working and Ability to grasp data relationships.

Personal Details

* Date of Birth : 20/12/1994
* Marital Status : Single
* Hobbies : Playing volley ball and foot ball
* Languages : English, Malayalam, and Basic Arabic
* Availability : Immediately

References

Available upon request.