**MOHAMMAD**

**MOHAMMAD.365409@2freemail.com**

To seek a challenging position and to dedicate my service to corporate utilization my knowledge and skill and learning from each situation.

**Profile snapshot**

* Dynamic professional with exposure in the area of back and operation.
* Have working experience in back office and operation.
* Sound computer knowledge i.e MS office (word, excel, power point) internet with good typing speed.
* Sound knowledge of mailing, MIS report, preparation and auditing of invoice, purchase report, expense report.
* Hands-on executive, passionate about utilizing technology to improve result.
* Skilled communicator and quick learner with an analytical bent of mind coupled zeal to utilize and enhance ideas, knowledge and skills.
* Exceptionally well organized with track record that demonstrates self motivation, creativity and initiative to achieve both personal and corporate goals.
* Multi faceted personality, passion for sports.

**Key performance areas**

* **Administrator:** Overseeing all the activity related to admin and back office management.

* **Data entry and M.I.S:** Identifying prospective data for organization, fetching managerial information from MIS to help in achievement of consistence profitability.

**Core competencies**

Analysis Credit control (Debts)

 Leadership M.I.S report

 Team player Documentation and filling

Sound knowledge of MS word Quick learner

Sound knowledge of MS excel Herd worker

Self motivated Sound knowledge of MS power point

Competitive analysis Time management skill

 Administrative work Good communication skill

**Career sketch**

**Y-Axis Solution Private Limited November 2015 to**

**Counselor – International Recruitment and Immigration November 2016**

* Take care of documentation process related to visa and immigration process.
* Handle walk client, identify customer profile and their potential and then suggest service accordingly.
* Provide service related to Immigration, recruitment and investment services.
* Maintain quality relationship with existing client by providing support, information, and guidance. Researching and recommending new opportunities to them as per their need.
* Maintain M.I.S through C.R.N software called sales force.

**Shriram Transport Finance Co. Ltd**

**Sr. Customer Service Executive December 2012 to August 2015**

* Performing audit of documents, loan application form, agreement booklet, field investigation report, and R.T.O’s documents.
* Performing tele verification report to conformation of authentication of loan application.
* Preparing report of authentication of document by using varies tool and skill.
* Secures financial information by completing data base backups.
* Coordinating with regional and zonal head and preparing financial MIS for them.
* Working on U.N.O i.e file login, add customer information, vehicle information, payment detail, repayment details etc.

**Compark E Services Pvt. Ltd.**

**Executive – Admin November 2011 to October 2012**

* Performing all activity related to back office and admin.
* Preparing MIS on excel sheet.
* Performing audit of invoice and other financial data.
* Preparing commission report of agent, distributor and master distributor in all over india.
* Share commission report with client on weekly basis and resolve their doubts.
* Follow up with the clients for feedback and service related issues.
* Preparing daily sales report in excel sheet.
* Submission of MIS to branch head on daily basis.

**Amul Limited**

**Executive - Admin October 2006 to November 2008**

* Preparation and audit of sales invoice.
* Stock management.
* Preparation of MIS on daily basis for management.
* Performing all activity related back office and admin like supporting sales team, mailing, scanning of document, fax etc.
* Checking invoice and other document before dispatch of consignment.
* Collecting marketing report of competitors.
* Maintain electronic and hard copy filing system.
* Perform data entry and scan documents.
* Answer calls from customers regarding their inquiries.
* Maintain office supplies for all department.
* Schedule and coordinate meetings, appointments and travel arrangements for Managers.

**Professional and scholastic qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Exam** | **Board / University** | **Year** | **% / CGPA** |
| M.B.A | B.P.U.T, rourkela, oddisa. | 2011 | 6.24 |
| B. Com (Hons) | Ranchi university, ranchi, jharkhand. | 2006 | 50% |
| I. Com | J.I.E.C, ranchi, jharkhand. | 2003 | 45% |
| Matriculation | J.S.E.B, ranchi, jharkhand. | 2001 | 51% |

**Additional qualifications**

* Completed basic computer course from S.S.I, jamshedpur in 2003
* Completed tally 6.0 from S.S.I, jamshedpur in 2003
* Completed one year D.I.S.M from APTECH, jamshedpur in 2005.

**Personal information**

Date of birth **:** 22nd December 1985

Sex **:** Male

Marital status **:** Single

Religion **:** Islam

Nationality **:** Indian

Language known **:** English, Hindi and Urdu

**Declaration**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.