***CURRICULAM VITAE***

***MOHAN***

***Email:*** [***mohan.382521@2freemail.com***](mailto:mohan.382521@2freemail.com)

***OBJECTIVE:-***

***To work for an esteem organization which provide a healthy and challenging environment and contribute to its growth and grow along with it***

***QUALIFICATIONS :-***

* ***10th Pass***
* ***DIPLOMA***

***EXPERIENCE :-***

* ***One year worked at India as a QC***
* ***One Year Worked At Dubai As A Office Assistant***
* ***Two year worked at Dubai as a Data entry with Accountant Assistant***

***MY DUTIES & RESPOSIBILITIES :-***

* + - ***Update The Agreements, Cheque details***
    - ***Monthly leave , Joining & Rejoining Details***
    - ***Documents Filing***
    - ***Documents Scanning & Mailing***
    - ***Checking Monthly Purchase Invoices***
    - ***Checking Monthly Good Return Vouchers (GRV)***
    - ***Checking Monthly Agreements***
    - ***Prepare The File No & File Name***

***PERSONAL DETAILS:-***

* ***D.O.B : 23/04/1994***
* ***NATIONALITY : INDIAN***
* ***RELIGION : HINDU***
* ***SEX : MALE***
* ***MARITAL STATUS : UNMARRIED***

***LANGUAGE SKILLS:-***

* + - ***TAMIL : Reading/Writing/Speaking***
    - ***ENGLISH : Reading/Writing/Normal Speaking***
    - ***MALAYALAM : Normal Speaking***
    - ***HINDI : Normal Speaking***

***COMPUTER SKILLS :***

* ***MS OFFICE (Excel, Word, Outlook)***
* ***INTERNET & MAILS***
* ***Tally ERP9***

***PASSPORT DETAILS:-***

* + - ***Period date :25/11/2014***
    - ***Expiry date :24/11/2024***
    - ***Place of issue :MADURAI***

***DECLARATION:-***

***I here declared that the above furnished details are true to the best of my knowledge thank you***

***(MOHAN)***