**CURRICULUM VITAE**



MOHAMED

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**PROFILE:**

Graduated in English literature and having Experience in Office Administration and Executive Secretarial work.



**OBJECTIVE:**

To Seek for challenging and rewarding positioning in your organization, that is management satisfying and career promising, and will not only allow me to evince my abilities more fully but will also enable me to expand my knowledge and experience, I shall endeavor my utmost to accomplish duties entrusted to me and the entire satisfaction of my seniors and also in the best interested of the organization.



**EXPERIENCE SUMMARY:**

I have overall 3 and Half years of experience in Office Administration and Office Executive Secretarial Work.

**WORK HISTORY:**

* Worked as an **English associate teacher cum Office Admin assistant** for 4 years (2012 – 2016) in **Dh. Hulhudheli School, under the Ministry of** **Education, Maldives**.
* Worked as an **Office Assistant for Khalid Mohamed Al-Hammam in Saudi** **Arabia**. (2011–2012)

**Note:** I came back to India due to a car accident.

* Worked as a **Marketing Executive for Adroit Technologies** (Bio Informatics and Software Solution Company) in Chennai for one year (2009-2010).
* Worked as a **Customer Relationship Agent for Hinduja Global Solution Pvt** **Ltd**, in Chennai for one year. (2008 -2009).

**Roles and Responsibilities:**

* Drafting all types of official letters,
* Attending phone calls and replying mails,
* Arranging parents meeting and staff meeting, minutes notes taking,
* Reporting to principal and management staff.
* Preparing salary sheet, invoice and maintaining documents.
* Assisting to the class teachers on checking and correcting the students’ work.
* Handling customers and clients with soft nature on selling softwares,
* Introducing new ideas for attracting the customers,
* Meeting clients, explaining about the applications, and looking for orders,
* Demonstrating and Clarifying about the products to the customers
* Administrating and Maintenance the staffs and cash details
* Administrating with guide of Admin and handling the accounts.
* Secretary to Managing Director with Good computer Knowledge and database knowledge,
* Maintaining overall office in charge with Managing Director’s guidance
* Creating Service Entry Sheet according to the invoice submitted by contractors as well as releasing salary payment for our staffs who are working in our company.
* Schedule and maintain calendar of appointments and meetings, informing all officials before time of meeting.
* Handling Petty Cash.
* Prepare day book and cash book.
* Handling business telephone calls.
* In charge for keeping all office related forms such as leave application form, petty cash reimbursement, medical expenses and traveling expenditures.



**EDUCATIONAL QULALIFICATIONS:**

* **Master of Arts in English Literature** completed in 2011 in **The New College, under Madras University** –Chennai.
* **Bachelor of Arts in English Literature** completed in 2007 in **Sadakathullah Appa College, under M.S.University** –Tirunelveli.

**TECHNICAL SKILLS:**

* Diploma in Office Automation.

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| Operating System | | | : | Windows 2000, 2003, 2007&XP |
| Packages | | | : | MS-Excel, MS-Word, MS-PowerPoint, |
| **PERSONAL DETAILS:** | | |  |  |
|  | |  |  |  |
| Date of Birth | | |  | : 26th May 1986 |
| Marital Status | | |  | : Married |
| Languages Known | | |  | : English, Tamil and Malayalam |
| Nationality | | |  | : Indian |
| **Passport Details:** | | |  |  |
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|  | | |  |  |
| Date of Issue | | |  | : 12/02/2009 |
| Date of Expiry | | |  | : 11/02/2019 |
| Place of Issue | | |  | : Madurai, India. |
| Visa status | | |  | : Visit visa |



**DECLARATION:**

I hereby declare that all the above information made in this application are true, complete and correct to my knowledge and belief.

Mohamed