

A.MOHAMMED ANWER

5/1E1, Azad Nagar,Thittuvilai,
KanyakumariDist, Tamilnadu, India
Mob :8056784511, 6380785549
Passport No. P7420383, Expiry date : 15.02.2027
Email Id : manwer82@gmail.com



Admin Asst, Cashier, Supervisor

Career Summary:

A highly resourceful, flexible, innovative, and enthusiastic individual who possesses a considerable amount of knowledge regarding administrative and office procedures. A quick learner who can absorb new ideas and is experienced in coordinating, planning and organising a wide range of administrative activities.

Well organized and an excellent team player with a proven ability to work proactively in a complex and busy office environment.

Key Skills and Competencies:

Strong organizational, administrative and analytical skills. Excellent spelling, proofreading and computer skills. Ability to maintain confidentiality. Excellent working knowledge of all Microsoft Office packages.

Education and Certification :

- ❖ **MA in Economics**, ST Hindu College
under Manonmaniam Sundaranar University in Apr 2005
- ❖ **BA in Economics**, Arignar Anna College
under Manonmaniam Sundaranar University in Apr 2002

Additional Qualification :

- ❖ **Certificate of Tourism and Development**,
(Manonmaniam Sundaranar University in Apr 2001)
- ❖ **Diploma in Computer Accountancy**,
(Under Govt. of India, Ministry of Small Scale Industries)

Experience:

Responsible for providing an efficient and professional administrative and clerical service to colleagues, manager and supervisors to facilitate the efficient operation of the office.

❖ SUPERVISOR

Nov 2021 to till date

MSSD Property Maintenance Co.. Chennai.

- Marketing rental properties.
- Rent calculation for tenants.
- Organize workers to conduct repairs in buildings.
- Complete work in government offices such as Electricity Bora, Chennai Corporation, Metro Water Dept., Registration Office, etc.
- Registering employee attendance.
- Calculating the monthly salary for employees
- Collecting rent from tenants.
- Responding to tenant complaints and disputes.
- Undertaking property maintenance. ...
- Supervising employees.
- Handling property budget.
- Develops maintenance policies and procedures.

❖ Senior Office Staff cum Cashier

M.E.T Engineering College, Tamilnadu, South India. Aug 2015 – Sep 2019

- Provide executive level administrative support to our college chairman responsible for managing day-to-day operations
- Maintaining office documentation
- Maintaining daily both teaching and non- teaching staff attendance
- Maintaining Payroll management
- Providing bona fide certificate to the students for education loan by the bank
- Regulating and supervising the staff daily attendance
- AICTE & Anna University approval processing works
- Following and monitoring students admission

❖ **Sales Coordinator**

(Protech General Trading LLC. Deira, Dubai)Aug 2013 – June 2015

- Trading of Irrigation and Landscaping materials
- Coordinating of office staff & sales persons
- Ware house administration
- Providing work direction to clerical staff
- Maintaining business premises and other facilities, including plant machinery and equipment
- Greeting visitors and provide information as asked
- Organizing staff meetings and executive calendars
- Providing personal and professional support to directors
- Coordinating and plan meetings and corporate events
- Creating and maintaining liaison with external agencies and suppliers/vendors
- Conducting analyses and oversee administrative operations related to budgeting, Contracting and project planning and management processes

Office Staff cum Cashier

M.E.T Engineering College, Tamilnadu, South India. Oct 2010 - May 2013

- Provide executive level administrative support to our college chairman responsible for managing day-to-day operations
- Maintaining office documentation
- Maintaining daily both teaching and non- teaching staff attendance
- Maintaining Payroll management
- Providing bona fide certificate to the students for education loan by the bank
- Receiving as well as checking the student's certificates
- Regulating and supervising the staff daily attendance
- Arranging the staff meeting in needed
- AICTE & Anna University approval submitting works

❖ **Office Coordinator**

Power up Printing & Offset, Chennai Feb 2007 – March 2009

- Maintaining office documents
- Maintaining accounts
- Maintaining Computerized personal records, ensuring accurate report of staff details

Additional Experience:

National service Volunteer, for one year in 2003

Under Govt. of India, Ministry of Human Resources Development.

Nature of Work:

- Co coordinating village level youth clubs
- Conducting govt. programs
- Introducing and explaining govt. schemes in the village
- Tsunami rehabilitation works
- And other Public Service works

Personal Details:

Father's Name	:	K.M. Abdul Wahab
Mother's Name	:	S.SalmaBalkies
Date of birth	:	20.06.1982
Sex	:	Male
Marital status	:	Married
Religion	:	Muslim
Contact No.	:	8056784511
Address	:	5/1E1, ShifanaManzil Azadnagar, Thittuvilai Bhoothapandy (PO), KanyakumariDist – 629852.

Declaration:

I hereby affirm and certify that the above information furnished by me are true correct and completed to the best my knowledge and belief.

Thanking You,

01.02.2024

yours faithfully,



கலையியற் புலம்

FACULTY OF ARTS

மனோன்மனியம் சுந்தரனார் பல்கலைக்கழக ஆட்சிக்குழு
முஹம்மது அன்வர் அ.

பொருளியலில் கலையியல் நிறைஞர்

பட்டம் பெறுவதற்குத் தகுதியுடையவர் என முறையாக அமைக்கப்பெற்ற தேர்வினோர்
சான்றளித்தவாறு ஏப்பிரல் 2005 இல் நடத்திய தேர்வுகளில்
சான்றளித்தபடி, அன்னவர் இரண்டாம் வகுப்புப்பெற்று
இந்தப் பட்டப்பேற்றுக்கு உரியவர் ஆகின்றார் என இதன்வழி அறிவிக்கின்றது.

பல்கலைக்கழக முத்திரையுடன் இது வழங்கப்படுகின்றது.

The Syndicate of the **MANONMANIAM SUNDARANAR UNIVERSITY**
hereby makes known that **MOHAMMED ANWER**
has been admitted to the Degree of **MASTER OF ARTS IN ECONOMICS**

he/she having been certified by duly appointed Examiners to be
qualified to receive the same at the Examination held in **APRIL 2005**
and having been placed in the **SECOND CLASS**



Given under the seal of the University.

ISSUED ON 23 NOV 2010

திருநெல்வேலி, இந்தியா
Tirunelveli, India

நாள், Dated 12.10.2010

S. Manian
தேர்வாணையர்
Controller of Examinations
பதிவாளர்
Registrar
துணை வேந்தர்
Vice-Chancellor



The Ministry of External Affairs
accepts responsibility for the
contents of the above documents.



38259/1
Date
FEB 2013

सर्व सरकार के सचिव/अपर सचिव/उप
सचिव/अवर सचिव/सहायक सचिव/अनुभाग
अधिकारी के हस्ताक्षर सत्यापित किए जाते हैं
The Signature of Secretary/Additional
Secretary/Deputy Secretary/Under
Secretary/Asstt. Secretary/Section
Officer of State Government Attested

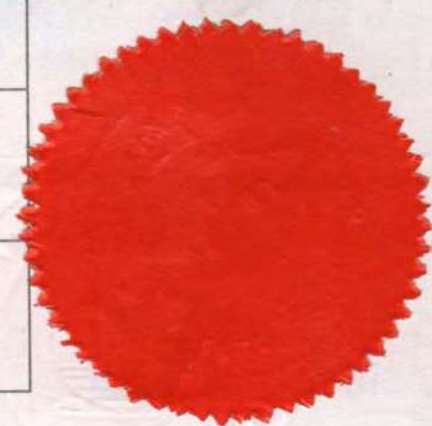
(जार्ज लोकरा)
(GEORGE LOKRA)
अनुभाग अधिकारी (ओ.आई.)
Section Officer (O.I.)
सो.ओ.ओ. प्रमाण/ओ.पी.वी. विभाग
विदेश: मंत्रालय, नई दिल्ली
Ministry of External Affairs
New Delhi



The Signature of Sri. T. J. SHAHARE
is hereby Certified
Section Officer
Home Department
Government of Maharashtra
Mandirajaya, Mumbai
8 FEB 2013

Serial No. SGD 112425

Read by	C. Mahalingeshwari
Examined by	Sriganga
Assistant Registrar/ Deputy Registrar	...



ATTESTED BY ME
T. J. SHAHARE
NOTARY, GREATER MUMBAI
8 FEB 2013

13/02

58 201



கலையியற் புலம்
FACULTY OF ARTS

மனோன்மனியம் சுந்தரனார் பல்கலைக்கழக ஆட்சிக்குழு
முஹம்மது அன்வர், அ.

கலையியல் இளையர் பட்டம் பெறுதற்குத் தகுதியுடையவர்
என முறையாக அமைக்கப்பெற்ற தேர்வினோர் சான்றித்தவாறு, ஏப்பிரல்
XXX 2002 இல் நிகழ்ந்த தேரில் பொருளியல்
பாடத்தில் முன்றாம் வகுப்புப் பெற்று, இப் பட்டப்பேற்றுக்கு
உரியவர் ஆகின்றார் என இதன்வழி அறிவிக்கின்றது.

பல்கலைக்கழக முத்திரையுடன் இது வழங்கப்படுகின்றது.

The Syndicate of the MANONMANIAM SUNDARANAR UNIVERSITY
hereby makes known that Mohammed Anwer, A.
has been admitted to the Degree of Bachelor of Arts,
in Economics he/she having been certified by duly
appointed Examiners to be qualified to receive the same and placed in
Third Class at the Examination held in April
XXX 2002.



Given under the seal of the University.

திருநெல்வேலி, இந்தியா.
Thirunelveli, India.

நாள், Dated 31.08.2004

பதிவாளர்.
Registrar.

துணை வேந்தர்.
Vice-Chancellor.



भारत सरकार

Government of India

लघु उद्योग मंत्रालय

Ministry of Small Scale Industries

लघु उद्योग विकास संगठन

Small Industries Development Organisation

प्रशिक्षण प्रमाण-पत्र

Certificate of Training

प्रमाणित किया जाता है कि

This is to certify that Shri / ~~Ms.~~ MOHAMMED ANWER .A

के श्री / कु. / श्रीमती

of AZAD NAGAR, THITTU VILAI, BOOTHAPANDI PO, 629852

undergone a course of training in DIPLOMA IN COMPUTER ACCOUNTANCY

(Dos, Windows, MS-Office {Word, Excel, Power Point, Access},
Internet Concepts & Tally)

ने
has
द्वारा
conducted by the

SMALL INDUSTRIES SERVICE INSTITUTE, CHENNAI

at NAGERCOIL

के

दिन से

के

from Fourth
दिन तक

day of June 2005
में आयोजित

के

to Fourth *day of* September 2005

प्रशिक्षण पाठ्यक्रम में भाग लिया । इस अवधि के दौरान उनका आचरण तथा प्रगति
during which period his / ~~her~~ conduct and progress had been
संतोषजनक रही ।

satisfactory.

नोट : लघु उद्योग सेवा संस्थान, चेन्नै द्वारा नियुक्त परीक्षकों द्वारा उन्हें प्रमाणित किया जाता है कि लिखित एवं प्रायोगिक परीक्षकों के आधार पर वे डिप्लोमा/प्रमाणपत्र पाने की पात्रता रखते हैं ।

Note : He / She has been certified by the examiners appointed by SISI, Chennai as qualified to secure the Diploma / Certificate based on the examination in theory and practicals.

स्थान : चेन्नै

PLACE : CHENNAI

दिनांक

DATED THE 27th APRIL 2006



(S. SIVAGNANAM)

निदेशक

DIRECTOR

SMALL INDUSTRIES SERVICE INSTITUTE

COMPUTER TRAINING CENTRE

GRADE SHEET

No. : SISI/COMP/2004-2005/

LOCATION : NAGERCOIL

NAME : MOHAMMED ANWER A..

REF. NO. : S 1030

COURSE NAME : DIPLOMA IN COMPUTER ACCOUNTANCY

S.No.	SUBJECT	GRADE
1.	MS DOS, WINDOWS, MS OFFICE (WORD, EXCEL, POWERPOINT) & INTERNET	C
2.	TALLY 6.3	C+
OVERALL GRADE		C

Place : CHENNAI
Date : 18 - 01 - 2006




CENTRE CO-ORDINATOR
SISI

A + > 86	A 76-85	B + 66-75	B 61-65	C + 56-60	C 50-55
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M.E.T.

ENGINEERING COLLEGE

Approved by AICTE / UGC New Delhi & Affiliated to Anna University, Chennai.
ISO 9001 - 2008 Certified Institution.



Service Certificate

This is to certify that Mr.A.MOHAMMED ANWER has served as Senior Asst. cum Cashier of this institution from 03.08.2015 to 04.09.2019.

During this period his Conduct and Character were good.

04.09.2019




PRINCIPAL
Principal
M.E.T. ENGINEERING COLLEGE
Chenbagaramanputhooor-629 304
K. K. Dist.

United Arab Emirates
MINISTRY OF INTERIOR
General Directorate of Residence & Foreigners Affairs



0702010214010848

عمل - EMPLOYMENT



ENTRY PERMIT No. : 2010848/201/2014

Date & place of issue : 08-JAN-2014 DUBAI

U.I.D. No : 124239515

Allowed to Enter U. A. E. to :

Full Name : Mr. MOHAMMED ANWER ABDUL WAHAB ABDUL WAHAB

Nationality : INDIAN

Place of Birth : THITTUVILAI

Date of Birth : 20-JUN-1982

Passport No. : Passport: F7752171

Profession : SALES

Accompanied by

Wife : None

Children : None

None

Sponsor

الكفيل

Name : PRO TECH GENERAL TREADING -L LC

Address : 2293305 P.O.Box:184223 DEIRA 2/1/128369

NOTES :

701217/1

Director Entry Permits & Residence Department

please turn over

دولة الإمارات العربية المتحدة

وزارة الداخلية

الإدارة العامة للإقامة وشؤون الأجانب

أذن دخول رقم :

تاريخ ومحل الاصدار : 08-MAR-2014 Valid Until:

الرقم الموحد

أجيز بدخول دولة الامارات العربية المتحدة الى :

الاسم الكامل :

الجنسية :

محل الميلاد :

تاريخ الميلاد :

رقم الجواز :

المهنة :

المرافقون

الزوجه :

الأبناء :

الاسم

لعنوان

تنبية



مدير إدارة إذونات الدخول والإقامة

لا تخطئ في تقديم الرغفوم الخلف





M.E.T. ENGINEERING COLLEGE

Approved by AICTE / UGC New Delhi & Affiliated to Anna University, Chennai.
ISO 9001 - 2008 Certified Institution.



Service Certificate

This is to certify that Mr.A.Mohammed Anwer has served as Cashier of this institution from 06.10.2010 to 28.08.2013.

During this period his Conduct and Character were good.

30.08.2013




Principal
M.E.T. ENGINEERING COLLEGE
Chenbagaramanputhooor - 629 304
K. K. Dist.

Phone : 261813

Grams : YUVA KENDRA



NEHRU YUVA KENDRA

NAGERCOIL - KANYAKUMARI DISTRICT

Ministry of Youth Affairs & Sports

GOVT. OF INDIA



239, OPP. MOSES ROAD, PONNAPPA NADAR COLONY, NAGERCOIL - 629 004.

S. Senthil Kumar, B.E.,

District Youth Co-ordinator

Date:

Date: 04.04.2005

CERTIFICATE

This is to certify that **MR.A.MOHAMMED ANWER,**
S/o.Mr.K.M.Abdul Wahab, Azad Nagar, Thittuvilai, Boothapandi
Post-629 852, served as a National Service Volunteer (N.S.V.)
during the years 2003-2004 and 2004-2005. He worked hard
for the upliftment of the Rural Youths. His service in this
Kendra was highly appreciable and most satisfactory. During this
period his conduct and character are very good.

I wish him all success in his all endeavours.

District Youth Co-ordinator,
Nehru Yuva Kendra,
GOVT. OF INDIA
Nagercoil, Kanyakumari Dist.

निर्पण / OBSERVATION

विविध सेवा / MISCELLANEOUS SERVICE

पिता / मातुली अधिकृत का नाम / Name of Father / Legal Guardian
ABDUL MAHAB

P7420383

माता का नाम / Name of Mother
SALMA BALKIES

पति या पत्नी का नाम / Name of Spouse
BENAZIR FATHIMA

पता / Address
5-1E1, SHIFANA MANZIL, AZAD NAGAR, THITTUVILAI

BHOOTHAPANDY, KANYAKUMARI

PIN: 629852, TAMIL NADU, INDIA

प्राप्त दिनांक का नं. और प्रारंभ जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue
F7752171 **13/04/2006** **TIRUCHIRAPPALLI**

कार्ड नं. / File No.
MD2079987156117



Ministry of Health & Family Welfare
Government of India

Certificate for COVID-19 Vaccination

Issued in India by Ministry of Health & Family Welfare, Govt. of India

Certificate ID 16158861960

Beneficiary Details

Beneficiary Name / பலனாளியின் பெயர்

Mohammed Anwer

Age / வயது

39

Gender / பாலினம்

Male

ID Verified / அடையாளச் சான்று

Passport # P7420383

Unique Health ID (UHID)

Beneficiary Reference ID

31544636341124

Vaccination Status / தடுப்பூசி நிலை

Fully Vaccinated (2 Doses)

Vaccination Details

Vaccine Name / தடுப்பூசியின் பெயர்

COVISHIELD

Vaccine Type / தடுப்பூசி வகை

COVID-19 vaccine, non-replicating viral vector

Manufacturer / உற்பத்தியாளர்

Serum Institute of India Pvt. Ltd.

Dose Number / டோஸ் எண்

1/2

2/2

Date of Dose / டோஸ் வழங்கப்பட்ட தேதி

2021-09-11

2021-12-11

Batch Number / பேட்ச் எண்

4121Z240

4121Z240

Vaccinated By / தடுப்பூசியை வழங்கியவர்

Jeyajini

Vaccination At / தடுப்பூசி வழங்கப்பட்ட இடம்

Chenbagaramanpudur BPHC, Kanyakumari,

Tamil Nadu



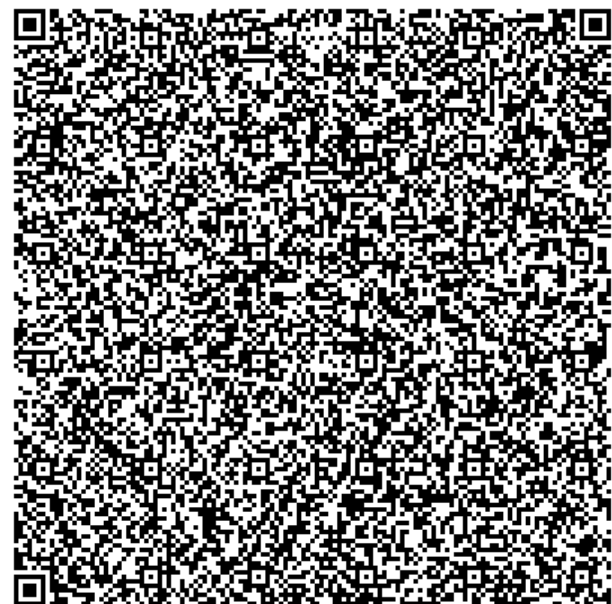
“மருந்து மற்றும்
மனவுறுதியுடன்
Together, India will defeat
COVID-19”

- பிரதம மந்திரி நரேந்திர மோதி

In case of any adverse events, kindly contact the nearest Public Health Center/
Healthcare Worker/District Immunization Officer/State Helpline No. 1075

ஏதேனும் எதிர்மறை விளைவுகள் ஏற்பட்டால், தயவு செய்து அருகாமையிலுள்ள பொது
சுகாதார மையம் / ஆரோக்கியப் பராமரிப்புப் பணியாளர் / மாவட்ட தடுப்பூசி அலுவலர் /
மாநில உதவி எண். 1075ஐ தொடர்பு கொள்ளவும்.

COWIN
Winning Over COVID



This certificate can be verified by scanning the QR code at
<http://verify.cowin.gov.in>