

CURRICULUM VITAE

MOHAMEED MANSOOR ALIKHAN

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CAREER OBJECTIVE: -

To enhance my professional knowledge and Skills Base which can be used by both individuals and employers to identify development needs and develop ideas for training and continuing professional development opportunities as such as Ethical values, honesty, core values, sincerity, and dedication.

ACADEMIC QUALIFICATIONS: -

- B.COM (BECOM COMPUTER) from OSMANIA University Hyderabad.
- Higher Secondary in 2012 from Board of intermidet education.

WORK EXPERIENCE: -

Accountant in Highway Trading Company

Designation: - junior accountant .

Duration: - 1st May 2017 to 21 Nov 2021

Working as junior accountant. making of PNL account sheets

handling the GST of the company to maintain returns of sales and purchases.

ORGANIZATION: Tele caller for keycube**Designation:** - TELE CALLER**Duration:** - 1 Dec 2021 to 31 Oct 2022**Profile:** Eligibility Verification Expert.

worked with the conversations representing the company with existing or potential customers, and to maintain the targets.

I was responsible for taking care of their different specialty in calling the agents and fulfill there aspects .

Business of auto mobiles**OPERATIONAL SKILLS: -**

- I am an Information Tech. Graduate so have Knowledge of Compute applications.
- I did my Schooling in Accounts and Commerce Stream so have knowledge of accounting also.
- My experience in the customer Service industry polished my communication and Customer Service skills.

PERSONAL INFORMATION: -

Name	Mr. MANSOOR ALI KHAN
Date of Birth	29-SEP-1993
Gender	Male
Marital Status	single
Nationality	Indian
Languages Known	Hindi, English & telugu.