



# Mohamed Imran N

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## OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

## EXPERIENCE

6 - month

- **Billing administrator**

Al-jaber auto spare parts

Worked in **qatar**,

I will manage the shop as an individual and then i will be accountable so i can manage well alone.

## EDUCATION

2019-

2022

- **bachelor of commerce**

E.G.S pillay arts & science college, bharathidasan university

A+

## ACADEMIC QUALIFICATIONS

- **2016-2017 (SSLC)**

10th- veludayar higher secondary school

- **2017-2018 (HSLC)**

11th- veludayar higher secondary school

- **2018-2019 (HSLC)**

12th- veludayar higher secondary school

## LANGUAGES

- English
- Hindi
- Tamil

## SKILLS

Advance tally ERP + GST

100%

Typewriting (lower)

60%

## COMPUTER PROFICIENCY

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- Knowledge of computer operating system
- Knowledge of **MS Excel & MS Word**
  - \*Proficient in Microsoft Excel, including advanced functions such as **VLOOKUP**.
  - \*Spreadsheet proficiency.
- Knowledge of accounting and bookkeeping procedures
  - \*general ledger bookkeeper
  - \*Modeling data
  - \*Handling payroll
  - \*multiple stock group

## JOB ROLES AND RESPONSIBILITY

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- 1) Handling and Maintaining Records off All Internal and external Correspondence.
- 2) Manage the Distribution off Documents as Per the Distribution Advice by the Project Manager & admin Manager.
- 3) Establish and Maintain an Effective Fillings.
- 4) Support the Project Team as a Key Team Player.
- 5) Handling of income & outgoing Mails.
- 6) Filling the Documents as According to Subject.
- 7) Flexibility & Team work.
- 8) Assist to Accounts.

## CORE STRENGTH

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- Management co-ordination skills
- problem solving
- Time management
- Self-motivated

## PERSONAL DETAILS

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- Date of Birth : 10/10/2001
- Marital Status : Single
- Nationality : Indian
- Religion : Muslim
- Passport : V9657566
- Father name : Natheer ahamed A
- Current location : Live in dubai

## DECLARATION

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- I declare that,i like to learn new things i never miss any opportunity to learn something new.