



MOHAMED IBRAHIM S

ADMIN CUM DOCUMENT CONTROLLER

CONTACT

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231B, Thillai Nagar, Sammatipuram,
Madurai-625010,
Tamil Nadu, India

SKILLS

Operating Systems : Windows

Tools : MS Word, Excel, PowerPoint, Tally

Programming/Scripting : PHP, JavaScript,
HTML, CSS, C, C++

Database : MySQL

Server : Apache

EDUCATION

Bachelor of Business Administration

**Madurai Kamaraj University,
TamilNadu, India**

2016-2018

Diploma in Office Automation

PASSPORT DETAILS

Passport No. : V1625731

Date of Expiry : 29.09.2031

Place of Issue : Madurai,
Tamil Nadu, India

PROFILE

More than 15 years of Experience in Maintaining office services by organizing office operations and procedures, preparing payroll, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions

WORK EXPERIENCE

Role : Admin Cum BDE

2020 Dec to 2023 April

Company : Aayud technologies Pvt. Ltd.,
Madurai.

- Develops accounts and maintains the momentum of opportunities through the pipeline. Increases the value of current customers while conducting market research to identify new markets and customer needs. Assisting the HR department by human resources planning, recruitment, workplace management and keeping up to date with any policies that may affect the company and its employees.

Role : Admin cum Senior Sales Executive

2012 Dec to 2019 Jan

Company : S&T Wellcare Equipments Pvt. Ltd.,
Madurai.

- Interacting with showroom customers, generating new customers, and following up with existing ones. It involves preparing quotes, maintaining reports using databases and Excel, preparing reports, emailing , and maintaining office practices. Assisting the HR department by human resources planning, recruitment, workplace management and keeping up to date with any policies that may affect the company and its employees.

Role : Admin Cum Document Controller

2009 July to 2010 Nov

Company : Jazn Developement Company, Jizan,
Saudi Arabia.

- Maintaining reports using databases and Excel, creating weekly and monthly reports, preparing meeting reports, assisting with HR, Store and Finance, attendance sheets, database analysis, emailing transactions, data encoding, software development, and web page infrastructure. Also manage employee records, payroll, and vehicle records.

**Role : Admin cum Software
Programmer**

2007 Jan to 2009 June

Company : Acme Technologies,
Madurai.

- Maintains reports using databases and Excel, creating advanced reports using pivot tables, filters, formulas in Word. Also prepare weekly and monthly reports, coordinate meetings, assist HR in maintaining records, analyze data, develop applications using PHP, MySQL, and Apache, and develop web page infrastructure.