



MOHAMED SAKKIL

Contact

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business

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Languages

- English Inter mediator
- Hindi Beginner
- Tamil Mother Tongue
- Arabic Beginner

Personal Details

- Date of Birth :28/10/1990
- Gender :Male
- Visa Details :Visit
- Nationality :India
- Marital Status :Married
- Passport no :Y9929274

Education

- MBA HR Marketing Anna University
7.4 Grade Mohamed Sathak engineering
college
- BSc Computer science 65%
Jamal Mohamed Collage

Summary

Looking for challenge position of the office staff (Admin)
Marketing and Sales Repudiated Company with view to use
my experience my benefit and organization to growth

Experience

Organization : Allure strategies :
Duration :3 Years
Position : Office Admin

Job and Responsibility

- Document files maintained system, mail follow-up
Received and send mail.
- Attendant the office incoming call inform to
responsible person
- Reception and secretary file maintained
- Send in voice and revised money to the clients
- Social media work and SEO off age submission
- Basic account support
- Coordination the support staff

Interest

HR & Marketing and sales Business development
Information Technology computer.

Skills

- Marketing And sales
- Basic Computer knowledge
- MS office
- Accounting

Declaration

I here declare that all statements in this application are true
to the best of my knowledge and belief.