

MOHAMMED SHAMIL K

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PROFESSIONAL SUMMARY

Highly adaptable and reliable professional with a Bachelor's degree in Computer Applications and hands-on experience in documentation, software tools, data handling, and customer service. Skilled in MS Office, data entry, digital collaboration tools, and technical support. Brings excellent communication, time management, and multitasking abilities suited for a variety of office-based and general roles. Eager to contribute to team success and operational efficiency across diverse job settings.

CORE COMPETENCIES & SKILLS

- Data Entry & Documentation
- Microsoft Excel, Word & PowerPoint
- Office Administration Support
- IT & Technical Troubleshooting
- Customer Interaction & Support
- Email Correspondence & Filing
- Inventory & Record Management
- Online Collaboration (Jira, Trello, Notion)
- Effective Communication
- Problem-Solving Mindset
- Attention to Detail
- Adaptability & Learning Attitude
- Team Collaboration
- Time & Task Management
- Positive Work Ethic
- Customer-Focused Approach

PROFESSIONAL EXPERIENCE

MEARN Stack Developer Luminar Technolab

2023 – 2024

- Maintained internal records, documentation, and backup data with accuracy.
- Used collaboration platforms (Trello, Jira, Notion) to coordinate team tasks.
- Assisted in basic troubleshooting and user support for internal systems.
- Ensured organized project documentation and data management for easy retrieval.

EDUCATION

Bachelor of Computer Application (BCA)

2020 – 2023

PPTM Arts and Science College (Calicut University), Malappuram, India

TECHNICAL & OFFICE SKILLS

- MS Office Suite (Word, Excel, PowerPoint)
- Power BI – Data Visualization (Basic)
- Email & Internet Applications
- Operating Systems: Windows, Ubuntu
- Digital File Management
- Familiarity with Google Workspace

CERTIFICATIONS

- Data Visualisation with Power BI – Great Learning
- Excel for Beginners – Great Learning
- Business Analysis – Microsoft

LANGUAGES

- English
- Arabic
- Hindi
- Malayalam