



MOHAMMAD ATHER

To seek a dynamic and challenging career an organization strives for excellence with my knowledge and team effort while making positive contribution to promote the individual opportunity and professional growth.



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971509416114



Tourist Club Area Abu Dhabi



10 July 2000



UAE Visit Visa Holder (until 09/05/2023)



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(Indian)

SKILL

Microsoft Office
Adobe Photoshop
Problem Solutions
Document Editor

Networking
Blogging
Customer Handling
Time Management
Social Media Handling

LANGUAGES

ENGLISH
Medium Proficiency

HINDI
Full Professional

INTERESTS

Browsing

Photography

Cricket

WORK EXPERIENCE

Effizent Seelve Pvt Ltd Company (Sales Executive)

This company is a franchise sales in India .
Amazon Easy Store , GST Suvidha Centre , Banking Sector Software ,
Government Sector Software Sales .
Actually I was Only handle Out bounding Calls . Keep the details information of
the customer and made the daily follow of schedule the calls customer and
Convenience the customer.

08/2019 - 12/2020

Azamgarh, Uttar Pradesh

Computer Clerk / Customer Service Officer (Common Service Centre)

- Resolved operating problems caused by the user.
- Maintaining files and records so they remain updated and easily accessible.
- Undertake basic bookkeeping tasks and issue invoices, checks etc.
- Covered the trouble/help desk where troubleshoot with users remote and local.
- Received & followed through on customers' inquiries.
- All Types Online Works . Document Editor ,Airways Ticket ,Money Transfer,Visa ,Services.
- Maintains records and files, processes mail and answers phones

01/2015- 12/2017

<https://www.digitalseva.csc.gov.in/>

Azamgarh, U P India

EDUCATION

B . A (Bachelor of Art)

Shibli National P G College Azamgarh

08/2019- 07/2022

Uttar Pradesh ,India

University

□ Veer Bahadur Singh Purvanchal University

Higher Secondary Education

Shibli National Inter College

2015- 2017 ,

Examination Board

□ UP Board Allahabad

Uttar Pradesh ,India

ORGANIZATIONS

Member Of (Lions Help Committee) Azamgarh

CERTIFICATES

Data Entry Operator

Computer Oprating Course.