

MUSAMIL AHAMED. M



4/41, Post Office Street,
Pottalpudhur, Tenkasi-627 423
Tamilnadu, India



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Education

BACHELOR OF COMPUTER
APPLICATIONS - Affiliated by
Manonmaniam Sundaranar
University, Tirunelveli(dist.).

Personal Details

Gender : Male

Marital Status : Single

DOB : 09/09/1998

Languages Known : Tamil and English

(R/W/S)

CAREER OBJECTIVE

To achieve a career in a progressive work environment where I can devote creative & professional abilities to satisfy my urge for excellence and grows with honesty and loyalty for organization.

EDUCATION

Qualification	Name of the institution	Board or University	Year of passing	Percentage
SSLC	ST. Josephs HSS	State Board	2014	95.2
HSC	ST Mary's Hr Sec School	State Board	2016	71
B.C.A.	Sri Paramakalyani College.	MS university	2019	6.11 CGBA

SKILLS

- Microsoft Office
- Data Entry
- Office Management

EXPERIENCE

- Sales Executive (Global Plastics)
(Dec 2020 To Sep 2021).
- Billing Operator(VTSR Textiles)
(Dec 2022 To May 2023).
- Data Entry Operator(SBL Knowledge Services Pvt LTD.)(Sep 2023 To Jul 2024).

Hobbies

- Playing Cricket
- Travelling
- Reading Books

Certifications

- Microsoft Office using AI Tools

Strength

- To ability to work a team
- Self Confidence
- Patience

Declaration

- I hereby declare that all the details furnished here are true to the best of my knowledge.

RESPONSIBILITIES

- Assume the responsibility of receiving and sorting incoming payments with attention to credibility.
- Manage the status of accounts and balances and identify inconsistencies.
- Issue and post bills, receipts and invoices.
- Check the validity of debit accounts.
- Update accounts receivable database with new accounts or missed payments.
- Ensure all clients remain informed on their outstanding debts and deadlines.
- Provide solutions to any relative problems of clients.
- Write thorough reports on billing activity with clear and reliable data.
- Entering customer and account data from source documents within time limits.
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.

PLACE : INDIA

DATE :

SIGNATURE

(Musamil Ahamed. M)