



# MOHAMMAD NAFIS AHMAD

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📍 **Current Resident:**  
Patna, Bihar, India  
Citizenship: India  
Passport No X9472747  
Valid upto June 2033

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WhatsApp No +91 9708112557

## 🎯 OBJECTIVE

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

## ⚙️ SKILLS

An eye for details with an analytical abilities, thoughtful and critical thinking.  
Strong and proficient computer skills ability to use Gsuite and MS Office Suite.  
Multilingual competency with an excellent skills to comprehend written, verbal, and gestural communications.  
Possess excellent interpersonal skills and relationship building expertise  
Multitasking expertise able to work well independently in an office environment.  
Flexible, hardworking, compromising, energetic, considerate, attentive listener and quick learner.  
Demonstrates teamwork and team collaboration, professionalism, strong work ethics, personal accountability, integrity and credibility.  
Able to work well using own initiative in a team environment.  
Able to work well under pressure in stressful circumstances and adhere to strict deadline.

## 👍 INTERESTS

Traveling  
Listening to Music & Podcast

## 🌐 LANGUAGE

English (Fluent)  
Urdu (Mother-tongue)  
Hindi (Fluent)  
Arabic ( Basic)

## 📁 EXPERIENCE

### **R B Electronics Distribution Unit** **Designation: Back Office Admin** **Multitasking Functions & General Accounting**

2012 - 2017

Entertain client calls and check emails for sales requirements.  
Receiving orders from dealers and generate sales invoices.  
Check, verify and process and print invoices.  
Update data and delete unnecessary files  
Analyze unpaid invoices and request for payment.  
Prepare and coordinate deposit & payment activities.  
Monitor accounts for non-payment and delayed payment.  
Resolve administrative problems & prepare responses to routine email enquiries.  
Handling all business correspondences from company, dealers & other places.  
Prepare and modify documents including correspondence, reports, drafts and emails.  
Maintain office supply inventories, and records for staff and petty cash.  
Respond to requests for information and access relevant files  
Maintain own office equipment and stationery supplies.  
Secures information by completing data base backups.

### **Other Work Experiences**

2006 - 2011

Part-time Work  
\* Worked at M/s Diamond Tea Co. Patna as an Accounts Executive (Data Entry) for two years.  
\* Worked at M/S Patna Hardware as an Account Entry Clerk in for almost two years.  
\* Worked at M/S Milan Steel Furniture as a Sales Executive in Patna for over one year.

## 🎓 EDUCATION

**NIBM Chennai**  
MBA HR

2010

**Patna University**  
Bachelor of Commerce

2005

**BIEC Patna**  
Intermediate

2002

**BSEB Patna**  
Matriculation

2000

### **Other Vocational Trainings**

**WWCI Patna**  
Diploma in Computer Application

**Amity University**  
Customer Relationship Management

**Intelleyz USA Nonprofit Organization**  
Office 365 - Core Applications

## ACTIVITIES

Fit India Mission On National Sports Day  
Ministry Of Youth Affairs And Sports  
(Government Of India)

UNICEF participation certificate awarded.

- 1.Action to an end child to sexual exploitation and abuse.
- 2.Gender equality in preparedness and humanitarian actions.
- 3.Prevention of childhood overweight and obesity.

WHO participation certificates awarded.

- 1.Social listening and community feedback
- 2.Emerging respiratory viruses, Including Covid-19: how to detect, prevent, combat and control them.
- 3.Health inequality monitoring foundations: summary measures of health inequality.
- 4.Prevention,identification and management of infections in health workers in the context of COVID-19

Participation certificate from  
USA nonprofitready.org

- 1.Stress Management and Mental Health for Everyone.
  - 2.Master of Emotional Intelligence
- Online courses.

### **Skills Trainer Unifier Training Partner**

1. CRM Non Voice
2. Customer Care Executive
3. Data Entry Operator
4. Certificate Course in Sign Language

### **Skills Trainer Unifier Training Partner**

- 1.Retail Trainee
- 2.In store Promoter

### **Skills Trainer Unifier Training Partner**

House Keeping Attendant

## COMPUTER SKILLS

Operating & Android Systems  
Windows 11/10 and Android  
MS Office Suite: Excel,Word,Outlook,  
PPP,Microsoft Team  
G-Suite:Calendar,Docs,Forms,  
Gmail,Google Drive,Sheets,  
Sites and Slides,Hangouts.  
Internet and Emailing:  
Chrome ,Fire fox others.  
Meeting Applications,  
Team Viewer,Google Meet,  
WhatsApp, Zoom,Telegram,Skype etc  
Social Media: Facebook,  
LinkedIn, Twitter, YouTube  
Other Applications: Adobe  
Photoshop & Reader  
Accounting Software: Tally ERP  
Excellent typing speed (30 w/p/m)  
with high accuracy rate.

## ADDITIONAL INFORMATION

Date of Birth 1st Jan 1986  
Gender Male  
Mother Tongue Urdu  
Language Skills Multilingual  
Citizenship India  
Salary Expected Negotiable  
Availability Immediately  
Passport No X9472747  
Valid upto 2033  
Visa Info Sponsorship required

Declarations:

"I hereby declare that the details and information given above  
are complete and true to the best of my knowledge.

Sincerely,  
Mohammad Nafis Ahmad