

Mohammed Eliyas

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To pursue a career in your organization which encourages creativity and offers an Opportunity to utilize my skill, knowledge for the development of the organization.

Work Experience

Public Relation Officer

Adams matriculation school - Tiruchchirappalli, Tamil Nadu
June 2023 to Present

- Develop and implement policies and procedures
- Monitor and evaluate school programs
- Supervise school staff and faculty
- To promote and market the school
- Edit and update promotional material and publications (brochures, social media posts etc.)
- Conduct events & focusing for admission.

Per Seller PSR

Hindustan Coca-Cola Beverages - Tiruchchirappalli, Tamil Nadu
March 2017 to March 2020

- Handling my agency stocks & orders.
- Taking orders in my market area through Tab.

Document Controller

Limras Air Cargo LLC - India
November 2014 to February 2017

Responsibilities

- Advise clients on transportation and payment methods.
- Checking manifests, invoices and orders to ensure they are recorded accurately for either incoming or outgoing shipments.
- Explain customer of shipping methods, procedures, routes and rate.
- Suggestion for packing goods for shipping.
- Preparation of documentation such as work orders, shipping orders and Bills of Loading.

Skills Used

- Ms Office,
- Telle Calling

Education

B.Sc.

National College

2008 to 2011

HSC

Sri Karapaga Vinayagar Mtr.Hr.Sec.School Trichy - Tiruchchirappalli, Tamil Nadu

March 2008

SSLC

R.C.Hr.Sec.School - Tiruchchirappalli, Tamil Nadu

March 2006

Additional Information

Computer skills:

- MS-Office
- Power Point