

P.Mohammed Kafeel

ADDRESS : No.19 Anbu Nagar Extension Sathuvachari Vellore

Phone : 8884427397

Phone : 9786428170

Linkedin : www.linkedin.com/in/kafeel-mohammed-47768a9

Email : kafeelking@gmail.com

Facebook : www.facebook.com/kafeel.73

Website Portfolio : www.behance.net/kafeelkhan7

Software :

> **Photoshop**

> **Illustrator**

> **Indesign**

> **Tally Erp-9**

Experience :

Nafter Web Technologies | **Graphics Design**

4 mos

#620/6, 1st floor, Hari Tyre Building, Katpadi, Vellore

Disabilities : Hearing impaired and Deaf and dumb

- Excellent skills with digital design tools (Adobe Photoshop, Illustrator, etc.) for Social Media, marketing creative and infographics.
- Design and layout brochures, product sheets, newsletters, banner ads, web pages, emails and trade show graphics
- Plan, organize and design new posters, landing pages, web pages and web site features
- Developing concepts, graphics and layouts for advertisements
- Creating a wide range of graphics and layouts for product illustrations, company logos, and websites with software such as photoshop.
- Proficiency with required desktop publishing tools

Website Portfolio : www.behance.net/kafeelkhan7

Bawaa Surgicals | **Accounting**

6 mos

Ida Scudder Road, arcot Rd, opp Cmc hospital Vellore, Tamilnadu

Disabilities : Hearing impaired and Deaf and dumb

- Prepare invoice Tax and GST, TDS in Tally ERP-9
 - Prepare Profit & Loss a/c and Balance Sheet
 - Maintain Database Purchase and Sale
 - Payments, Receipts & journals Voucher
-

Professional Couriers | **Entry data**

2020-2021

Rathna Complex, New No. 1, New Bypass Road, Vellore, Tamil Nadu

Disabilities : Hearing impaired and Deaf and dumb

- in accounting, with TDS, GST, making expense & JV Independently upto Finalization with Tally ERP-9
- Organized Billing and Invoice data and accurate
- Microsoft data and online tracking, Microsoft access,database
- Book and cash account, Professional couries

Education :

C.Abdul Hakeem College | **B.Com**

2016-2019

Thiruvalluvar University, Vellore Melvisharam, Vellore District, Tamilnadu

Holy Cross Matriculation Higher Secondary School

2015-2016

New Colony, Phase 2, Vellore, Tamil Nadu

Languages :

> English > Hindi

Certificate :

Area Animation | **Photoshop**

2022

No 4, 2nd Floor, E Main Rd, Gandhi Nagar, Vellore, Tamil Nadu

Computer Software College | **DCA**

2020-2021

Pulavar Nagar, Rangapuram, Tamil Nadu Housing Board, Vellore, Tamil Nadu

TCDS Computer Education | **DTP**

2008

Tcds, Vallalar, Vellore District, Tamilnadu

C.Abdul Hakeem College | **B.Com**

2020-2021

Thiruvalluvar University, Vellore Melvisharam, Vellore District, Tamilnadu

Training Attended :

Youth4jobs for the duration of 3 month at Axis Bank Foundation from Bangalore

Achievement & Rewards :

CSC Computer Education | **Tally Erp-9**

2020-2021

Secure "A" Grade for Tally ERP-9 in CSC Computer Education

Typing Speed :

Has Successfully met the Requirements for test 1 with a Typing Speed
of 35 WPM and 100% Accuracy

2004

Skills :

<ul style="list-style-type: none">➤ Digital marketing➤ Motion graphics➤ Social media➤ Typography➤ Video editing➤ Photography➤ Magazine cover➤ Photoshop➤ illustration	<ul style="list-style-type: none">➤ Accounting➤ Microsoft office➤ Tally Erp-9➤ Entry data➤ Bank Reconciliation➤ GST➤ TDS➤ Invoice Tax	<ul style="list-style-type: none">➤ DTP➤ Internet➤ Microsoft Excel➤ Microsoft Word➤ Microsoft power point
---	--	---