

MD MOIDEEN

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ABOUT ME

I am a dedicated and detail-oriented final-year undergraduate student with practical experience in accounting, taxation, and payroll management. I have three months of hands-on experience in using Tally Prime for financial management, payroll processing, and filing GST returns. Passionate about leveraging my skills in finance and account to contribute to organizational success, I am eager to learn and excel in professional environments.

WORK EXPERIENCE

B4 EXPRESS

Oct 2024 - present

- Assisted in coordinating and streamlining the delivery process to ensure timely and accurate service to customers.
- Acted as a key point of contact for customer inquiries, resolving issues promptly to maintain high satisfaction levels.
- Handled customer complaints with professionalism and ensured appropriate resolution within company guidelines.
- Maintained detailed records of customer interactions and delivery updates to support operational reporting.

SKILLS

- Tally Prime
- Creative Problem-Solving
- Active Listening
- MS Excel
- Critical Thinking
- Attention to detail

EDUCATION

BA From L.N.M University	2022 - 2025 (Final Year)
12th Art From D.B.K.N College, Narhan	2020 - 2022
10th From J P N High School	2019 - 2020

CERTIFICATION

- Successfully completed a 17-hour online course on Tally Prime, gaining practical knowledge of accounting, inventory management, and financial reporting.
- Acquired skills in creating and managing vouchers, ledgers, and financial reports.
- Developed a strong understanding of Tally Prime's features and its application in business operations.

INTERESTS

- Learning
- Playing Cricket
- Volunteer Work
- Book reading
- Travel

LANGUAGES

- English
- Hindi