

# MD MOIDEEN

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## ABOUT ME

I am a dedicated and detail-oriented recent graduate with hands-on experience using Tally Prime through academic projects and training. I have worked on tasks such as GST return preparation and data management. Eager to apply my knowledge and grow in a professional environment, I am enthusiastic about starting my career and contributing to organizational success.

## WORK EXPERIENCE

### B4 EXPRESS, NEW DELHI

Oct 2024 - Mar -2025

- 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
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