



# MOHAMMED AHMED

## OFFICE ASSISTANT, STOREKEEPER, COMPUTER OPERATOR

### PROFILE

Experienced Office Assistant & Computer Operator with 8+ years in administration, documentation, and IT Systems. Skilled in MS Office, record keeping, and inventory support. Seeking Storekeeper role to apply strong organizational skills, technical expertise, and attention to detail in managing stock and documentation.

### CONTACT

📞 +91 86881 29396

✉️ amd148@gmail.com

📍 Karimnagar, Telangana, India

### TECHNICAL SKILLS

- Operating System: Windows, 7,8,10,11
- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Software & Hardware Troubleshooting
- Exceptional Internet search skills
- Adobe Photoshop (Moderate)
- Email & Internet Research
- Cloud Tools & File Management
- Email & Document Management
- Printing & Scanning Operations

### SKILLS

- Dedicated
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

### LANGUAGES

- English (Intermediate)
- Hindi (Fluent)
- Urdu (Fluent)
- Telugu (Fluent)

### WORK EXPERIENCE

#### VDREAM ALLUTIONS PVT LTD

FEB 2019 TO JAN 2024

Computer Operator & Office Assistant

- Responsible for maintaining, monitoring, and troubleshooting computer systems and networks.
- Need to take care of Offer letter related data mining from selected candidates, need to maintain communication between.
- MD and selected candidates in the time of Candidate onboarding Role involves a blend of technical skills and analytical abilities to manage and optimize computer infrastructure .You would also be responsible for regular office work like sending mails, preparing quotations etc.
- Filing, scanning, and organizing physical and digital documents, as well as performing data entry and maintaining spreadsheets.

#### INDIAN TRAVELS & TOURS

AUG 2016 TO JAN 2019.

Computer Operator & Air Ticketing

- Providing information on flight schedules, routes, fares, and airline policies.
- Answering customer inquiries and resolving complaints.
- Using airline reservation systems to book and issue tickets.
- Processing ticket exchanges, refunds, and upgrades.
- Assisting with flight changes and rebooking's.
- Handling the check-in process for passengers.

#### STRUCTURE ARC CONSTRUCTIONS

APRIL 2025 TO TILL DATE.

(CIVIL ENGINEER)

Office Assistant

- Managed emails, calls, and professional correspondence.
- Organized schedules, meetings, and office records.
- Supported daily operations to ensure smooth workflow.

### EDUCATION

#### Post Graduate Diploma in Computer Applications

GENIOUS Computer Institution Karimnagar

Jan 2015 - Aug 2015

#### Secondary School (10th)

Mar 2010 - Apr 2011

Govt High School / board of secondary education

### CERTIFICATION

- Configure and Manage Threat Protection by using Microsoft Defender for Cloud (Microsoft - 2nd Sep 2025)
- Configure Azure Storage Security (Microsoft Dec 2021)
- Configure your Microsoft 365 Experience (Microsoft May 2025)