



AAS MOHAMMAD

M. 8860462478 E-mail- mohammadaas708@gmail.com
1116/24, L-II, Sangam Vihar, New Delhi, India.

I am quick learner and hope to achieve my goals through sheer hard work. I have a thirst for knowledge and like to develop my skills that can take me to a more advance level.

Academic Qualification:

- 10th pass from C.B.S.E. Board, Delhi
- 12th pass from C.B.S.E. Board , Delhi
- Graduated from Delhi University

Professional Qualification:

- 3 months Retail course in NIIT YUVA STAR in Begampur 2010.

Work Experience:

- 4 Years Experience in Election Commission of India as (Data Entry Operator)

Key Responsibilities

- Coordination with various companies regarding office work
- Handling Sales
- Handling Purchases
- Billing entry, (purchase sales, payment, journal & receipt, etc.)
- Maintains of files
- Responsible for dispatching courier mails and keeping a record of them
- Responsible for payments of bills
- Handle of the company petty cash
- Payments following

Strength:

Teamwork, Self-motivation, Resourceful Quick Learner, Goal Oriented, Hardworking, honest, Optimistic in familiar as well as unfamiliar situation Quick grasp of Concepts and working.

Personal Details:

Name	Aas Mohammad
Father Name	Mr. Rahimuddin
Date of Birth	1 September 1993
Gender	Male
Languages	Hindi, English & Urdu
Religion	Muslim
Marital status	Single
Nationality	Indian

Hobbies:

Teach ballet classes to children on weekends or when free.
Enjoy reading complicated spy novels.
Cooking, specifically Indian cuisine.
Solve mathematical puzzle & riddles.

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and believe.

Date

Place:- New Delhi

(AAS MOHAMMAD)