

# RESUME

MOHD ADIL  
1044 Rajan Street  
Farash Khana  
Near Chandni Chowk  
Delhi – 110006

Contact No: 920 517 0935

Email: [adilmohd343@gmail.com](mailto:adilmohd343@gmail.com)

## **EDUCATIONAL QUALIFICATIONS**

- ❖ 10<sup>th</sup> & 12<sup>th</sup> from Ludlow Castle No.2 Delhi.
- ❖ Graduation in Humanities from Zakir Husain College.
- ❖ I.T.I in Electronics from Ambedkar Institute.

## **JOB PROFILE**

- ❖ Data Entry
- ❖ Billing
- ❖ Invoice
- ❖ Vouchers
- ❖ Balance sheet
- ❖ Letter Writing
- ❖ Order Forms
- ❖ Quotations
- ❖ Translations of Formats from English to Hindi.
- ❖ Typing in Two Languages English and Hindi.

## **WORKING SOFTWARE**

- ❖ MS WORD
- ❖ MS EXCEL
- ❖ POWER POINT
- ❖ IN PAGE
- ❖ INTERNET
- ❖ EMAILS
- ❖ ADOBE PDF
- ❖ TELLY

## **WORK EXPERIENCE**

- ❖ Worked as Back office Executive in Nagpur Bhopal transport Company for Five Years.
- ❖ Worked as sales and Office Executive in S.R computer services for three and half years.
- ❖ Currently working as Data Analyst cum Back office co-ordinator in Weldon Media from past 6 months.

**MOHD ADIL**