



M. H. MOHAMED ANAS

Contact details:

Mobile no: +971545764799

Email:

mdanas7824@gmail.com

Personal Details:

Father Name : Mohamed Hameed

Date of Birth : 30/06/1998

Gender : Male

Nationality : Indian

Marital Status: Single

Religion : Muslim

Technical Skills

Microsoft Office Suite

Faxing

Quick Books

Office Equipment

Common Operating

Systems

Tally ERP 9

Objective

To increase my knowledge using my effective learning skill and use it towards the career growth as well as company growth.

Experience

ITPS SYSTEMS, CHENNAI, TAMILNADU

From August 2019 – May 2021

Working in Data Entry and document.

Job Responsibilities

Coordinate office activities and operations to secure efficiency and compliance to company policies

Supervise administrative staff and divide responsibilities to ensure performance

Manage agendas/travel arrangements/appointments etc. for the upper management

Receiving, verifying, monitoring, barcoding, registering, scanning, tagging, uploading

To Doc-Safe and archiving all the files and documents (Loan, Wealth, AOD, Credit

Card, Vouchers, security cheques and return cheques)

Uploading all the data to SQL Database and O'Neil system.

Finding the solution.

Handling and retrieving all kind of documents and cheques.

Registering of security, returned, PDC & Discrepancy cheques in both SQL database

And O'Neil system

Storing the cheques in a proper manner after all the process done (data entry,

Scanning, uploading to Doc-Safe

Database Management
Email Skills
Social Media.

Passport Details

Passport no : U3184915
Date of issue : 07/02/2020
Date of expiry : 06/02/2030
Vist Visa Valid : 10/01/2022

Languages known

English and Tamil.

Academic Qualification

BBA BUSINESS ADMINISTRATION

University of Madras in Chennai, 2019

Skills

Basic Computer Literacy Skills.

Organizational Skills.

Strategic Planning and Scheduling Skills.

Time Management Skills.

Verbal and Written Communication Skills.

Quick – Learning Skills.

Detail – Oriented.

Declaration

I hereby affirm that the information in these documents is accurate and true to the best of my knowledge.

M.H. MOHAMED ANAS