MOHAMMED FASIL K

Data Entry Associate

Career Objectives:

+91 9626166511



Motivated, goal oriented, natural team player, ready to accept challenges willingly. Looking forward to work in a high profile organization and use my skills and achieve challenging roles.

fasilmohammed61@gmail.com



Professional Summary:

Gudalur/Ooty- 643225



Data entry processor with 3 years of experience in Bangalore with last 1 year in successful Cahier cum Leadership role. Obtain a position within the Company where I can utilize my management skills and experience in Process Management, quality assurance and training.

Professional Experience:

Currently: SHOPRITE Hypermarket (2021) – Cashier cum Leadership role

Accenture, Chennai: Nov 2017 – March 2018 - Transaction

ProcessingAssociate

- ✓ Handling the process of Accounts and Purchase entry Bills.
- ✓ Experience of Processing Payments by cash, cheque.
- ✓ Experience in Customer relationship role.
- ✓ Handling the Transactions of the bills.
- ✓ Staff Handling, Purchase Planning, Performance Evaluation.
- ✓ Query complaints / suggestions on shared mailboxes and all are answered within thestipulated time.
- ✓ Manages team responsibilities and allocates work to the Processers

Declaration:

I, Mohammed Fasil, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.



Education:

- ✓ BBA in the year 2016 in Hindusthan Arts And Science College
- ✓ HSC in the year 2013 in Holy cross convent Matric Hr.Sec School.



Computer Proficiency

- Operating System Windows 2000/XP/7/8/10.
- Tally
 - TASK
- Excel Macros with relevant



Awards:

Rewarded as star performer of the week & Month for Jan- 2018

Signature:

Mohammed Fasil K

