

MAHAMMAD SAFWAN M

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CAREER MOTIVE

To obtain a challenging and an innovative career in working field, and to Work for it where I can work with my imagination using all my skills.

CAREER SUMMARY

To work in a healthy, innovative and challenging environment extracting the best out of me, which is conducive to learn and grow at professional as well as personal level thereby directing my future endeavors as an asset to the organization.

EXPERIENCES

Document Controller (Oct 2020- Aug 2021)

Eden Education, Mangaluru.

- Copying, scanning and storing documents.
- Review and update technical documents.
- Distribute project-related copies to internal teams.
- File documents in physical and digital records.
- Maintain confidentiality around sensitive information and terms of agreement.

SCHOLASTICS

B. Com

Himalayan University.

COMPUTER SKILLS

- ❖ Familiar in computer applications like Tally, MS office.
- ❖ Worked in CSS, HTML and JAVA

PERSONAL VITAE

Date of Birth:

13- FEB-2000.

Sex:

Male.

Nationality:

Indian

Languages-Known

English, Hindi, Malayalam, Tamil, Kannada

DECLARATION

I hereby declare that the above-furnished details are true and correct to the best of my knowledge and belief.

MAHAMMAD SAFWAN