

Curriculum Vitae

MOHAMMAD FEROZ

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CAREER OBJECTIVE:

To be associated with a company that provides an opportunity to show my skills, improved my knowledge with the latest trends and be a part of the team that works dynamically towards the growth of the organization.

EDUCATIONAL QUALIFICATION:

- Passed B.SC from SRI ARUNODAYA Degree College - Korutla affiliated to board of SHATHAVAHANA UNIVERSITY, Telangana.
- Passed INTERMEDIATE from PRBM Junior College - Korutla affiliated to board of intermediate education, Andhrapradesh.
- Passed S.S.C from Z.P.H.S - Thakkallapally affiliated to board of secondary education, Andhrapradesh.

TECHNICAL SKILLS:

- **Post Graduate Diploma in Computer Applications**
- **MS-Office**
- **Windows Operating System 2003 & 2007**

EXPERIENCE:

- Worked as a Data Entry Operator in Master Mind Educational Academy-korutla,Telangana-505326, from 5th November to 4th February 2021.

Duties and Responsibilities:

- ❖ Prepares, compiles, and sorts documents for data entry.
- ❖ Verifies and logs receipt of data.
- ❖ Transcribes source data into the required electronic format.
- ❖ Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.
- ❖ Performs high-volume data entry using word processing, spreadsheet, database, or other computer software

STRENGTHS:

- Optimistic
- Good Team Player
- Goal Oriented
- Logical Thinking
- Multi Tasking
- Flexibility and Dedication

PERSONAL PROFILE:

Name : MOHAMMAD FEROZ

Father' Name : MOHAMMAD ISMAIL

Date of Birth : 14/01/1995

Gender : Male

Known Languages : Hindi, Telugu& English

Marital Status : Single

Nationality : Indian

DECLARATION:

I hereby declared that the information furnished above is true to the best of my knowledge.

Date:

Place:

(MOHAMMAD FEROZ)