

SYED KHAJA MYNADDIN

Sharjah UAE

syedmoin63@gmail.com

0521440168



OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

Government Finance Office, Hyderabad India

2010 - 2015

Office Assit/Data Entry Operator/Office Boy

Maintaining of Office Files,

Cleaning of Office Furniture,

Making Tea, Coffee for Office Staff,

Data Entry of Bills, Challans, Cheques

Excellent Typing Speed able to Type 45wpm

Navata Transport Office

2015 - 2019

Warehouse Assistant/Helper

Assistance to Warehouse Manager in Goods Incoming and Outgoing

Data Entry of Warehouse Materials

Helping in Loading and Unloading of Goods

Government Treasury Office Hyderabad India

2019 - 2020

Data Entry/Office Boy/Helper

Complete office Boy work,

Complete Data Entry Operator/Clerk work

Complete Helper Job,

EDUCATION

Osmania University, Hyderabad

2010

B Com

60%

SKILLS

Good Knowledge in Microsoft Tools

Excellent Typing Speed Able to Type 45wpm

Good Knowledge in Microsoft Excel, like complete Excel formulas

Good Knowledge in Microsoft Word,

Complete Warehouse Knowledge

Good Knowledge in Office Boy Work

Worked as Helper, Loading and Unloading of Goods, Material Ext.

Good English Speaking,

Excellent Hindi, Urdu Speaking

Good Telugu Speaking