

Y.MOHAMED MISHAL

OBJECTIVE

To work in an organization which provides me with Sample opportunities to enhance my skills and knowledge along with contributing to the growth of organization



30/4 Thiruvalluvar Nagar,
Lalgudi, Trichy, India



mhdmishal007@gmail.com

SKILLS

- Team Work
- Employee Relationship
- Communication Skill
- Public Speaking
- Time Management
- Decision Making

LANGUAGES

English

Full Professional Proficiency

Tamil

Native or Bilingual Proficiency

EXPERIENCE

Office Admin (2019 Nov – 2021 Mar)

DREAM SAVER CONSULTANTS

- Maintained Domestic and overseas placements.
- CV Screening, Online Interview Conducting and job placements.
- Accounts maintained
- Ticket booking, Visa processing, Passport stamping

EDUCATION

2017 (Discontinued) B.E – (Electronics & Instrumentation)
M.A.M College of Engineering

2016-2017 HSC
SBVM Higher Secondary School Mark obtained – 65%

2015-2016 SSLC
SBVM Higher Secondary school Mark obtained – 82%

OPERATING SYSTEM HANDLED

Windows 7 , 8 , 10

SOFTWARE KNOWLEDGE

Ms-office – DTP – Flash Tools – C++, C

PARTTIME WORKS

Data Entry | Photoshop Works | Video Editing Works Marketing Works |
OS Installation Sales & Marketing