

# 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