

CURRICULUM VITAE

MOHAMED FOWVAS. Z

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Career Objective

To obtain a position where I contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

Work Experience

☐ **Data Entry Operator at Bajaj Finance**

- **Duration: 05-Jan-2021 to 25-July-2021**

Roles & Responsibilities: Data Entry Operator

- ❖ Entering customer and account data from source documents within time limits.
- ❖ Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- ❖ Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.
- ❖ Transferring data from paper formats into computer files or database systems.
- ❖ Typing in data provided directly from customers.
- ❖ Verify data by comparing it to source documents.

Professional Qualification

☐ **Bachelor of Business Administration - BBA (2018-2021)**

RDB Arts and S College, Kumbakonam

(Affiliated by Bharathidasan University, Tiruchirappalli)

Technical Exposure

- ❖ Microsoft Office – Excel, Word
- ❖ Typing

Technical Exposure

- ❖ Accounting
- ❖ Managing
- ❖ Planning

Personal Trait

- ❖ Team Working Ability
- ❖ Problem Solving Ability
- ❖ Creative and Logical
- ❖ Leadership Quality

Achievements

- ❖ I was Participate more than 25 College events & cultural and won lots of prizes.
- ❖ I was won lot of prizes in management games like Adzap, business quiz, HR games
- ❖ I was co-ordinate 2 events Adzap and HR games in Ruskin College of Business Studies
- ❖ I was get the best co-ordinate award in Ruskin College of Business Studies

Personal Details

Father's Name	:	A. Zakir Hussain
Date of Birth	:	26-01-1999
Gender	:	Male
Nationality	:	Indian
Marital Status	:	Single
Passport Number	:	V2070163
Visa Valid	:	18/01/2022
Language Proficiency	:	Tamil & English
Current Address	:	Al-Baraha, Dubai-UAE

Declaration

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

Place :

Date :

MOHAMED FOWVAS. Z