

MOHAMED IRFAN



CONTACT

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Tirunelveli, Tamilnadu, India



EDUCATION

Bachelor of Science

(Information Technology)

Sadakathullah Appa College

Tirunelveli

GPA : Second Class

Master of Science

(Information Technology)

Alagappa University

Karaikudi

GPA : First Class

SKILLS

Microsoft Office

Typing Skills

Computer Literacy

Communication

Clerical Skills

Multi-tasking

Decision Making

Problem Solving

Performance Management

WORK HISTORY

Private School, Tirunelveli, Tamilnadu, India

June 2020 – June 2021

Data Entry Clerk, Admin Work and Store Keeper

- ✓ Completed data entry tasks with accuracy and efficiency.
- ✓ Maintained files, records, and chronologies of entry activities.
- ✓ Scanned documents and saved in database to keep records of essential organizational information.
- ✓ Performed data entry from paper documents, emails, and other sources into computer systems.
- ✓ Adjusted settings for format, page layout and line spacing.

Private Office, Tirunelveli, Tamil Nadu, India

July 2021 – Till date

Computer Operator & Document Controller

- ✓ Reacted calmly during times of highly stressed or emergency situations.
- ✓ Maintained spreadsheets of data across multiple systems
- ✓ Responds to incoming calls, email and voice mail inquiries from internal customers within IT department regarding computer related problems
- ✓ Performed daily document control activities, such as filing, scanning, photocopying and archiving documents.