

CURRICULUM VITAE

Mohd Sahil

Cashier cum Data Entry Operator

Location: Uttar Pradesh, India

Email: mohd.sahil2117@gmail.com

Contact: +91 9759853464



Carrier Objective

To obtain a position in reputable work environment, which gives new challenges in business, where I can practice my learning and provide creative and productive work, that will enable me to grow and expand my experience while meeting the corporation's goals.

Academic qualification

- **Bachelor of Commerce (Hons.)**
Aligarh Muslim University Aligarh
- **Post Graduate Diploma in Computer Programming**
Aligarh Muslim University Aligarh

Skills

- MS Office and Tally ERP.
- Self-motivated with potential for professional growth.
- Able to work under pressure and meet deadlines with fast learning qualities.
- Good interpersonal and Communication skills and quick learner.
- Good verbal and written skills.
- Touch Typing speed 35-40 words per minute

Employment Details

Designation	:	Cashier cum Data Entry Operator
Company	:	Value Right Associates
Project	:	Construction Project
Client	:	VRA
Duration	:	17 August 2021 to 21 January 2023

Responsibilities

- Operated a cash register for cash, check, and card transactions with accuracy.
- Handled all customer relations issues in a gracious manner and in accordance with company policies.
- Resolved all customer complaints in a professional manner while prioritizing customer satisfaction.
- Entering and maintaining data into excel sheets and tally ERP software.

- Survey reports and sheets of data.
- Correct, verify, and delete non-required data and combine data from several different sources.
- Transfer data from paper formats to computer files.
- Compare data to source documents to ensure accuracy.

CERTIFICATIONS

- Microsoft Excel – Excel from Beginner to Advanced (Udemy)
- Master Microsoft Word Beginner to Advanced (Udemy)
- Microsoft PowerPoint from Beginner to Advanced (Udemy)
- Tally basics - Omitech Computer Institute

PERSONAL DOSSIER

Date of Birth	:	08-08-1998
Gender	:	Male
Marital Status	:	Single
Nationality	:	India
Passport No	:	V6206131
Vaccination	:	Fully Vaccinated

Date -

Place -

(MOHD SAHIL)

Value Right Associates

D-250, 1st Flr., Abul Fazal Enclave, Jamia Nagar, Behind Al Shifa Hospital, New Delhi - 110025
Website: www.vrightassociates.com, Email: info@vrightassociates.com
Mobile: +91-9654079528, Ph.: +91-11-68888030
IVR No. +91-9069142898



Date: 26-04-2023

TO WHOM IT MAY CONCERN

This is to certify that **Mr. Mohd Sahil** had worked at **Value Right Associates**, Uttar Pradesh, Aligarh, from **17-Aug-2021** to **21-Jan-2023** as a **Cashier cum Data Entry Operator**.

He had proven his ability to undertake responsibilities and extended satisfactory services during his employment with us.

We wish him success in his future endeavours.

Thanks & regards,

Mohammad Qamaruddin
Managing Director

For **VALUE RIGHT ASSOCIATES**

Authorised Signatory

Aligarh Muslim University, Aligarh

CERTIFICATE OF GRADE



B.Com. (Hons.) VI Semester EXAMINATION, (2018-19)

(NR)

(CORE SUBJECT:COMMERCE)

Faculty No : 16CMB018 Enrolment No: GI1966
Exam Roll No. : 16CMB018
Name : MOHD SAHIL

CODE	TITLE OF PAPER	CREDITS	GRADES	CREDIT POINTS
CMB651	Project-Cum-Presentation	4	A	32
CMB652	Fundamentals of Investment	4	C	20
CMB653	Corporate Social Responsibility	4	B+	28
CMB654	Indian Economy	4	B+	28
CMB655	Customer Relationship Management	4	B+	28
CMB656	Entrepreneurship	4	B+	28
Total :		24/24	SGPA:6.833	164

SEMESTER	EARNED CR/MAX CR	CREDIT POINTS	SGPA
I	24/24	144	6.000
II	24/24	174	7.250
III	22/22	144	6.545
IV	24/24	164	6.833
V	22/22	146	6.636
VI	24/24	164	6.833
Total	140/140	936	CGPA:6.686

Result : Graduated
DIVISION : FIRST

Processed by

Checked by

Assistant Controller
(Examinations)
Date : 28 JUN 2019

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Aligarh Muslim University, Aligarh

CERTIFICATE OF MARKS

P.G. Diploma in Computer Programming
Examination, 2020

(PROFESSIONAL COURSE)



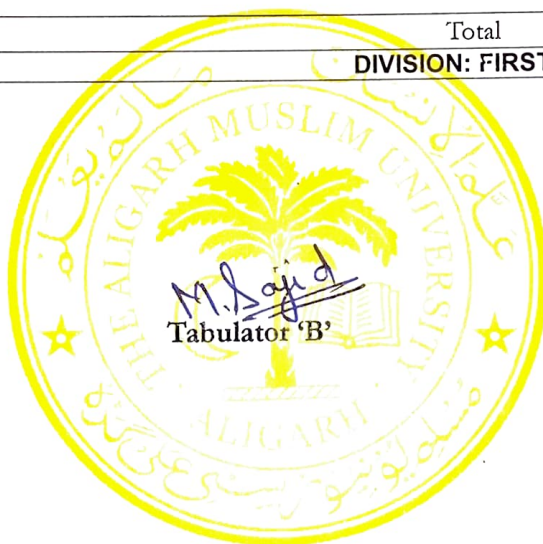
Faculty No: 19DCP012

Name of the Student: MOHD SAHIL

Enrolment No: GI1966

Code No.	Title of Papers	Total	
		Obtd.	Max.
PDCP-01	Introduction to Computers & Problem Solving	57	100
PDCP-02	Computer Programming & Web Designing	85	100
PDCP-03	PC Based Application Software	84	100
PDCP-1P	Lab-1	88	100
PDCP-2P	Lab-2	79	100
Total		393	500
RESULT: PASS		DIVISION: FIRST	


Tabulator 'A'




Assistant Controller
(Examinations)

Dated

16 NOV 2020