**MOHAMMAD ANAS**

**◊ 240anas@gmail.com ◊ Dehradun, India ◊ +91-9557078501**

**Career objective**

To join a renowned organization for the betterment of my skills and knowledge and for the growth of the organization.

**Academic Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Degree** | **Institute** | **Board\University** | **Percentage** |
| 2013 | High school | Lovedale academy | ICSE | 83% |
| 2015 | Intermediate | Hilton’s School | ICSE | 89% |
| 2018 | B.Sc. | SGRR PG College | HNB Garhwal University | 70.2% |
| 2020 | M.Sc. (Maths) | SGRR PG College | HNB Garhwal University | 66% |

**Professional Experience**

* Been working as a front office executive and back office executive for 6 months at Apollo Clinic.

**Personal information**

**Address :** Lane no. 4, Azad colony, Majra, Dehradun, Uttrakhand-248001

**Date of Birth:** 25th July, 1996

**Languages known:** Hindi, English, Urdu, Arabic.

**Interests**

* Poetry
* Motorcycling
* Offroading

**Achievements & honors**

* Event organizer and anchor in School annual day functions.
* Event organizer and anchor in college functions.

**Strengths**

* Proficiency in Computers.
* Proficient in Tally ERP 9.
* Effective Communication skills
* Presentation skills
* Leadership
* Punctuality
* Honesty
* Obedient

**Certification**

Trained in Basic of Computers- MS Office (MS Word, MS Excel, MS Power point & MS Access).