

# MOHAMMAD OWAIS ALAM



A-166, ABU FAZAL ENCLAVE-2, THOKAR NUMBER-7, OKHLA, NEW DELHI-110025

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## Objectives

Strongly desire to pursue my career in a well-established company. I look forward for an organization that could help in exploring my skills in industry. Keeping the present scenario in mind, I can put my strong skills. I look for an opportunity that would bring out the best of my potential.

## Strength

Effective team player with outstanding communication and interpersonal skills. Focused and hard working. Skilled in administration. Possess a high degree of professionalism and dedication **toward work.**

## Experience

Backend Executive ▪ SEP'15 – AUG'20

BRIGHTO CREDIT INFORMATION PVT LTD ▪ VIKASPURI, NEW DELHI.

Cross check docs

Deal with banker

Deal with customers

Data entry

Admin work

Field verification

## Skills

Having hands on experience for computer operating system **WINDOWS-XP, WINDOWS-2007**  
(MS-Word, MS Excel)

## Education

**Ba** : Magadh university (2019)

**12<sup>th</sup>** : BSEB (2012)

**10<sup>th</sup>** : BSEB (2010)

## **ADDITIONAL QUALIFICATION**

**CMLT** : DPML(2021), Ashok Nagar, New Delhi.

Also **Receive mail, Sent mail, Download** and **browsing** from internet and so on...

## **PERSONAL DETAIL**

Father's Name : Md Khurshid Alam  
Date of Birth : 04 Feb 1996  
Nationality : Indian  
Marital Status : Single  
Gender : Male  
Languages Known : Hindi and English.  
Hobbies : Internet Surfing

## **PASSPORT DETAIL**

Name : Mohammad Owais Alam  
Passport No : S2068229  
Passport Issue : Patna  
Validate : 18/07/2018 to 17/07/2028

## **DECLARATION**

I hereby declare that the information provided above is accurate to best of my knowledge.

DATE:  
PLACE: NEW DELHI

[Owais Alam]