CURRICULUM VITAE

MOHAMMED IRFAN
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Career Objective:

To Work in a challenging and creative environment where I can use my knowledge, Work with committed and dedicated people and fully explore and realize my potential, Gain valuable experience andhelp in progressive growth of company.

"My Goals in life are always to strive for excellence and keep reaching for the stars."Capabilities:

- Quick at learning new concepts and technologies and putting them to use
- Meticulous and hard working
- Displaying initiative and independence and can work on own or as part of a team
- Setting higher standard of performance
- To accept the challenges regarding my work
- To prove my worth by giving my best in the competition
- Good oral and written communication skills
- Good team player

Academic Credentials:

1. Secondary Schooling from Parveen High School in 2011.
2. Intermediate (12^{th}) in Commerce from Gowthami Junior College in 2013.
3. Graduation (B.com) from Osmania University in 2016.

Work Experience:

1. Company : Vertex BPO
   Designation : Tele Caller
   Tenure : Jan-2017 to July-2017

2. Company : Dial Limited
Designation : Senior tele marketing
Tenure : Aug-2017 to Nov-2020

3. Company : 24/7 INTOUCH India private limited.
Designation : Senior E-support officer
Tenure : Jan-2021 to Apr-2022

4. Company : Wipro Limited
Designation : Associate Auditor
Tenure : May-2022 to Jan-2023

Computer qualification:

Typing : 30WPM
Software skills : Microsoft Program (Word, Excel, PowerPoint)

Several soft skills are valued…..

Fast learner, hard & smart worker and team player.
Outstanding problem solving and research ability.
Flexibility to cope with different work environment.
Excellent interpersonal, oral, & written communication and organizational skills.
Active listening, speaking and performance management skills.
Sincere, honest and dedicated to work.

Personal Details:

Name : Mohammed Irfan
Father Name : Mohammed Osman
Gender : Male
Nationality : Indian
Languages known : English, Hindi & Telugu.

Regards
Mohammed Irfan