

RESUME



MOHAMMED TAJUDDIN JUNAIDI

Permanent address:

H. No. 9-616/3c Aland Road
Shaikh E Deccan colony Shaik Roza
Kalaburagi -585101
Karnataka State INDIA

Cell: +91-9902158205

E-mail: tajuddinjunaidimohammed@gmail.com

OBJECTIVE:

To seek challenges & responsible position where. I can contribute the best of my skills & efforts for the company as well as myself.

EDUCATION QUALIFICATION:

- **B.com**
Gulbarga University, Gulbarga.
- **PUC Science**
Al Sharay Pu college of science, Gulbarga.
Department of pre university Examination Board, Bangalore.
- **SSLC**
Aradhana High School, Gulbarga.
Karnataka Secondary Education Examination, Bangalore.

WORK EXPERIENCES:

- Working as an "**Admin Associate**" from 17-05-2022 To current at **Healthium Medtech Pvt Ltd. Bangalore INDIA**
- Worked as an "**Admin Assistant**" from 03-01-2019 to 20-08-2020 at **Gulbarga Net Broadband, Gulbarga INDIA.**

JOB RESPONSIBILITIES:

- Assist in the preparation of regularly scheduled reports
- Maintain contact lists
- Doing administrative and clerical tasks (such as scanning or printing)
- Preparing and editing letters, reports, memos, and emails
- Running errands to the post office or supply store
- Arranging meetings, appointments, and executive travel
- Answering phone calls and taking messages
- Maintaining folders on servers
- Recording meeting minutes
- Answer and direct phone calls
- Develop and maintain a filing system
- Submit and reconcile expense reports
- Provide general support to visitors
- Maintain computer and manual filing systems
- Reply to email, telephone, or face to face inquiries
- Develop and update administrative systems to make them more efficient

Cont. Page. No. 02.

COMPUTERSKILLS :

- ❖ Ms-Office
- ❖ Ms-Excel
- ❖ Ms-Word

SKILLSETS:

- Ability to Master Internal System of the organization
- Self Starter and Good Communication Skills
- Quick learner and highly adaptable to new methods/procedures
- Ability to work in team environment and individual as well

PERSONAL DETAILS:

Name : **MOHAMMED TAJUDDIN JUNAIDI**
Father's Name : MOHAMMED SHAMSHALAM JUNAIDI
Date of Birth : 27-12-1998
Nationality : Indian
Religion : Islam
Languages Known : English, Hindi & Urdu
Marital Status : Un-Married

PASSPORT DETAILS:

Passport No. : **U4898395**
Date of Issue : 10-03-2020
Date of Expiry : 09-03-2030
Place of Issue : Bengaluru

DECLARATION :

I, hereby declare that the above mentioned information is true and correct to the best of my knowledge

Date:

Place:

(MOHAMMED TAJUDDIN JUNAIDI)

ಗುಲಬರ್ಗಾ
GULBARGA



ವಿಶ್ವವಿದ್ಯಾಲಯ
UNIVERSITY

No.S 192445

Reg. No.

1939037

PROVISIONAL CERTIFICATE OF PASSING

This is to Certify that

Shri/Smt.

MOHAMMED TAJUDDIN MOHAMMED SHAMSALAM

has Passed the

BACHELOR OF COMMERCE

Examination

held by the Gulbarga University in the month of

OCTOBER, 2021

and was placed in the

FIRST CLASS WITH DISTINCTION

Class.

Name of the College:

3494 S.GURUJI ARTS AND COMMERCE COLLEGE, GULBARGA

GULBARGA

Date :

06.01.2022



REGISTRAR (Evaluation)

Dara Branch: Mullah Complex Sangtrashwadi, Darga Road, Gulbarga . Contact no: +91-9620669708

Date: 30/08/2020

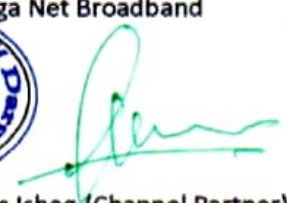

To Whom It May Concern

This is to certify that **Mr. Mohammed Tajuddin Juanidi S/o Mohammed Shamshalam Junaidi** has worked with us from 03/01/2019 to 24/08/2020. As a **Admin Assistant**.

We found him Sincere, Efficient and Honest during his tenure.

We wish him all success him in future prospects

Gulbarga Net Broadband



Md Waseem Ishaq (Channel Partner)

भारत गणराज्य / REPUBLIC OF INDIA

टाइप / Type

P

ets / Code

IND

राष्ट्रियता / Nationality

भारतीय / INDIAN

पासपोर्ट नं. / Passport No

U4898395

उपनाम / Surname

JUNAIDI

दिया गया नाम / Given Name(s)

MOHAMMED TAJUDDIN

जन्मतिथि / Date of Birth

27/12/1998

लिंग / Sex

M

उत्पन्न स्थान / Place of Birth

RAICHUR, KARNATAKA

जारी करने का स्थान / Place of Issue

BENGALURU

जारी करने की तिथि/ Date of Issue

10/03/2020

समाप्ति की तिथि / Date of Expiry

09/03/2030

[illegible]

U4898395<8IND9812275M3003091<<<<<<<<<<<<<<<2



U4898395

पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian

MOHAMMED SHAMSHALAM JUNAIDI

माता का नाम / Name of Mother

SYEDA AFSHAN YASMEEN

पति या पत्नी का नाम / Name of Spouse

पता / Address

H NO 9-616/3C ALAND ROAD SHAIK DECCAN COLONY

SHAIK ROZA, KALABURAGI CITY

PIN: 585101, KARNATAKA, INDIA

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

फाइल नं. / File No.

BN7062894139320

