

CURRICULAM VITAE

ASIF SALIM MULLA

Address: -

Room no-T.G.A 43 ½, Khindipada
Dargah road, Mulund colony,
Mulund west,
Mumbai 400082.

Mob No: - +91 9167964180

Email Id: - mullasif85080@gmail.com

Objective:

To secure a responsible position with a reputed firm that will utilize my skill and provide me better growth opportunity in my career.

Current Profile: - MEDINETCROP SOLUTIONS PVT LTD.

(Billing Process) as Process Associate in Payment Posting process from 03 June 2016 to Till Date.

Job Profile and responsibilities:

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- Working on internet buffering and downloading EFT form all client website.
- Daily working on Excel.
- Email Check and given positive response for Client.
- Payment Posting for Ortho Office and updating Excel.
- Audit for Daily EFT and sent to client.

Previous Work Experience:

Johnson & Johnson Pvt Ltd - as a filling & packing materials mfg. co process from 15- Nov-2015 To 15-May-2016. (Contract Terminated with Johnson & Johnson Pvt Ltd.)

Job Profile and responsibilities:

- Daily work on filling & packing Materials.
 - Recovery for All Materials.
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Educational Qualification:

EXAM / DEGREE	YE A R	Name of Institute	UNIVERSI T Y / BOARD	PERCENTAGE
Graduation	2017	Sandesh College Vikhroli (commerce)	Mumbai	Pass
HSC	2014	Jnana Sarita High School and jr college	Maharashtra State Board	53%
SSC	2012	Gayatri Vidya Mandir Bhandup	Maharashtra State Board	58%

COURSE:

- Computer basic Knowledge.

PERSONAL SKILLS:

- Quick learner.
 - Hard working.
 - Ability to deal with people diplomatically.
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Personal details:

Nationality : Indian
Gender : Male
Marital Status : Married
Date of Birth : 25th Dec 1996
Language Known : Marathi, Hindi, English
Hobbies : Playing Cricket, Listening music, Bike Riding.

I declare that the information provided by me in this application is factual and correct to the best of my knowledge and belief.

Place: Mumbai
Date:

(ASIF.S. MULLA)