

## RESUME

Name - Mahesh M  
Address - Vasundhara, Ghaziabad  
Email Id - mmh.tvm@gmail.com  
Phone No: - 8050982783

### **Career Objective:**

To use my skills to assist the organization's motives. Listen, observe, read and learn to improve my skills in order to strengthen the organization. Help and train others to take up more responsibilities.

### **Working Experience:**

Volunteered at Jehovah's Witnesses of India for 13 years from April 2011 to April 2024. Worked in several departments and handled the following responsibilities:

- Office Administrator
- Department Computer Contact
- Department SharePoint Admin
- Computer Folder Access Security
- Reception Front Desk
- Translation and Interpretation
- Housekeeping
- Rooming and Guests
- Food Supplies
- Store Management
- Budgeting and Managing
- Transportation
- Office Access Security System
- Salon Manager

**Education qualification:**

12<sup>th</sup> standard in English Medium St. Xavier's HSS, Peyad, TVPM

**Key skills:**

- Self-learning.
- Computer Knowledge.
- Good with Microsoft Excel, Word, PowerPoint, Teams, Outlook, SharePoint.
- Communication.
- Collaborating with multiple teams.
- Defensive driving.
- Good with public address system.

**Interest:**

- Helping People
- Teaching
- Travelling

**Personal Details:**

Gender : Male  
DOB : 10/05/1990  
Father's Name : Mr. Maniyan C  
Alternative Contact No : 8075417061 (Via WhatsApp)

**Declaration:**

I hereby declare that the above-mentioned information is true to the best of my knowledge.

Date:

Place: Ghaziabad UP, IN

Signature: Mahesh M