

Mohamed Jezan

Cashier / Teller

✉ jezanmohamed768@gmail.com | ☎ 7147 7421 | 📍 Doha, Qatar

Professional Summary

Detail-oriented and reliable professional with experience in data entry, record management, and basic computerized accounting. Skilled in maintaining inventory data, verifying records, and ensuring accuracy in stock reports. Basic knowledge in using MS Office, Excel, and accounting software such as QuickBooks, Tally Prime, Peach tree, Aeronium and Busy. A fast learner with strong organizational and problem-solving skills, committed to supporting efficient warehouse and administrative operations.

Professional Experience

Acciss International Campus (PVT) — Visiting IT Instructor

Oddamavadi, Batticaloa

| Present

- Conduct IT practical sessions and guide students on using Microsoft Office applications.
- Assist with maintaining training records and data management for student attendance and performance.

Notary Public Office — Data Entry Clerk

Oddamavadi, Batticaloa

| 2022 – 2024

- Entered and verified large volumes of legal and administrative data with accuracy.
- Maintained physical and digital filing systems for client records.
- Assisted in report generation and daily documentation using Excel and Word.

Education

BT/BC/Annoor National School — Advanced Level

| 2022

BT/BC/Oddamavadi Central College — Ordinary Level

| 2019

Courses & Certifications

Diploma in Computerized Accounting — My Soft International Institution

| 09/2025

Certificate in Excel — My Soft International Institution

| 09/2025

ICT Technician (NVQ Level 4) — Vocational Training Authority, Kalkudah

| 07/2023

Skills

Technical Skills

- MS Office (Excel, Word, PowerPoint)
- Accounting Software: QuickBooks, Tally Prime, Peach Tree, Busy, Aeronium
- Data Entry and Record Maintenance
- Internet and Email Operations
- Operating System Maintenance

LANGUAGE

- English
- Tamil
- Sinhala