

MOHD AHMED, Data Entry Operator | Computer Operator | Sales & Back Office

Hyderabad, Telangana 500053, India, 9603402854, mdahmeduddin233@gmail.com

LINKS	agrovero science	
PROFESSIONAL SUMMARY	Commerce graduate and tech-savvy professional with hands-on experience in high-volume data entry, back-office operations, and mentor-guided web and app development. Built and deployed multiple responsive websites and two web apps using HTML, CSS and JavaScript; applied on-page SEO and GEO techniques to improve visibility for project sites and small-business case studies. Proficient with AI tools (ChatGPT, Gemini) to automate tasks and accelerate delivery; dependable collaborator with strong attention to detail and a focus on delivering user-centered digital solutions on schedule.	
SKILLS	Data Entry & Record Keeping	SEO
	Back Office Operations	GEO
	AI Tools (ChatGPT, Gemini)	Web Development
	Customer Relationship Mgmt	Software Development
	Digital Marketing	
EMPLOYMENT HISTORY		
2023 — 2025	Web Development & Software Project Experience, Mentor-Guided Projects	Hyderabad
	Worked with an experienced mentor/teacher to build websites, apps, and software solutions from planning through deployment.	
	Applied modern web development practices to create user-focused, responsive digital projects and strengthen practical technical skills.	
	Completed a digital marketing course and gained knowledge of SEO, GEO, and related online growth techniques.	
EDUCATION	< 1 / 1 >	

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EDUCATION

2026	Class 12 — Commerce Stream, Telangana Minorities Residential Junior College, Hyderabad	Hyderabad
	Higher secondary commerce curriculum with focused coursework in Accountancy, Business Studies and Economics. Completed project work applying digital skills to small-business case studies; developed practical familiarity with spreadsheets, basic financial record keeping, and digital marketing fundamentals (SEO/GEO). Strong teamwork and time-management demonstrated through group assignments and presentations.	
2024	Class 10 — Secondary School, Phoenix International Group of School, Hyderabad	

LANGUAGES

English	Urdu
Hindi	

