



## PROFILE

To provide my best in every bit of my effort that I contribute towards my job and to be able to reach my goals. To accept and adapt towards dynamic and challenging career positively and progressively as well as to enhance and elaborate my personal and creative skills for self-development and to add value to the organization

## CONTACT

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: 9567583783

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## PERSONAL INFO

Date of Birth – 19<sup>th</sup> Oct 1990

Nationality - Indian

Gender - Male

Marital Status – Married

Passport No – V9216174

## LANGUAGES KNOWN

- Malayalam – Native
- English – Proficient
- Hindi – Advanced
- Tamil – Advanced
- Arabic – Basic

## SKILLS

- Diploma in Computer Electronic Office
- MS Office
- Communication Skills
- Marketing and Business Management Adaptability
- Creativity
- Problem solving skills
- Familiar with Internet Options

# THAFSEER

## ACADEMIC QUALIFICATION

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University of Kannur  
Bachelors Of Business Administration

Nalanda College, Eachur  
Board of Higher Secondary Education

Govt. Higher Secondary School, Munderi  
Central Board of Secondary Education

## WORK EXPERIENCE

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### AL MADINA GROUP OF COMPANIES

Store Keeper

2 Years

- Keeping a record of sales and restocking the store accordingly
- Managing and training store staff
- Planning promotional campaigns for new products or specials
- Ensuring that the store is kept clean and organized
- Mediating any confrontations between staff and clients

Data Entry and Back Office cum Jr. Accountant

4 Years

- Handling (Invoice, GRN, Statements, Reports, Documents & Information)
- Entering and Updating Company Information's
- Ensuring data is backup
- Managing accounts
- Profit and Loss accounts
- Preparing Day Books & Ledger accounts
- Reports on purchase

Warehouse Supervisor

2 Years

- Supervising warehouse staff and daily activities
- Sales Managing, evaluating and reporting on warehouse productivity
- Ordering supplies and maintaining suitable inventory levels
- Checking orders, bills, items received, inventory, and deliveries for accuracy
- Performing a daily inspection of the warehouse grounds
- Coordinating and maintaining fleets and equipment

## DECLARATION

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I hereby declare that the information given above is true and best to my knowledge.