



ABUTHAHIR.M

Office Assistant & Receptionist

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PROFILE

As an adept office assistant, I bring a wealth of expertise in financial management, meticulous record-keeping, and technical proficiency. My skills span both accounting principles and software tools, making me a valuable asset to any team.

ACCOUNTING SKILLS

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Bills Receivable Bill Payable

Income and Expense statement

Cash Flow Statement

Daily Report

WORK EXPERIENCE:

Union Co-op Society	Office Assistant	Dec 2017 - Oct 2024
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- Organize office and assist task in ways that optimize procedures.
- Scheduling meeting and sending meeting invites to attendees.
- Keeping an inventory of office supplies and ordering new materials.
- Maintaining files.
- Welcoming visitors to office and answering the calls.
- Overseeing clerical tasks such as sorting and sending mails.
- Receiving courier and sending courier.
- Checking duty timing and reporting to head

Union Co-op Society	Receptionist	Jan 2013 - Nov 2017
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- Receiving calls and mails and response.
- Receiving complain from customer and solving.
- Refund the items when customer return in good condition.
- Welcoming visitors and customer
- Overseeing clerical tasks such as sorting and sending mails.
- Verify all payments against invoices and account receivable & account payable reports.
- Submit all cash and reports to head cashier.

PERSONAL DETAILS:

DOB: 12 Feb 1989

Nationality: Indian

Language: English, Tamil,
Malayalam, Hindi, Arabic

Address: Dubai, UAE

Union co-op society

Cashier

Aug 2009 - Dec 2012

- Greeting the customer.
- Checking the pos & eft mechanic.
- Cleaning the cash counter.
- Handling petty cash maintain the cash counter.
- Punishing the items for customer good way.
- Packing the items separate food and non food.
- Maintain good handling the customer.
- Receiving cash and give back correct balance.
- Ensuring card payment and keep the receipt.
- Asking customer feedback to improve.
- Submitting back cash & reports to head cashier .

EDUCATION:

SIBMS higher sec school

High school - 2006

American Institute

AC tecnition 2007