



ABDUL THOUSIF

Dubai, UAE

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Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

Experience

- HIGHLAND HOSPITAL RESEARCH & DIAGNOSTIC CENTER, (Mangalore Karnataka India)** 01/1/2016 - 6/7/2024
Store Assistant
 - Inventory Management: Assisted in managing inventory by monitoring stock levels, ordering supplies, and ensuring proper storage of medicines and medical products.
 - Receiving all deliveries and checking the goods received
 - Keeping detailed records of shortages and spares of items
 - Updating inventory management systems regularly
 - Billing and Cash Handling: Operated billing systems, processed payments, and maintained accurate financial records for daily sales.
 - Documentation: Maintained detailed records of stock, sales, and expired medications as per store and regulatory requirements.
 - Store Maintenance: Ensured cleanliness and organization of the store to create a safe and welcoming environment.
 - Maintain precise inventory records using inventory management software and Microsoft applications
 - Manage incoming and outgoing inventory, including receiving, storing, and distributing products.
 - Collaborate with the Purchasing and Store teams to forecast and manage inventory needs.
 - Oversee inventory management and stock replenishment.
 - Maintain accurate records of supplies and equipment.
 - Coordinate with suppliers and internal departments to ensure timely deliveries.
- CA THARA JAGADEESH (THURTHI BHAT & CO.), (Kasragod Kerala India.)** 01/01/2014 - 14/12/2015
Accounts Assistant
 - Bookkeeping Maintained accurate records of financial transactions, including data entry and reconciliation of accounts.
 - Invoice Management Prepared, processed, and tracked invoices, ensuring timely payments and resolving discrepancies.
 - Bank Reconciliation Assisted in reconciling bank statements with company accounts to ensure financial accuracy.
 - Maintained financial records, updated accounting Tally ERP software, and ensured confidentiality of sensitive financial information.

Education

- Mangalore University** 2015
Bachelor of commerce / B.com

Skills

- COMPUTER PROFICIENCY: MS Office & Microsoft excel ,Tally ERP9, Internet & Email.
- PROFESSIONAL SKILLS: Team Management,Data Analysis,Office Coordination, Time Management,Customer service

Languages

- English, Malayalam, Kannada, Hindi

Certification

- Manipal career Academy in Computer Applications with Peach Tree. 2014 A Grade.
 - Shri Matha Education Trust ® in Diploma in Computer Application. 2010 A Grade.

Personal Details

- Date of Birth : 26/06/1991
- Marital Status : Single
- Nationality : Indian
- Religion : Islam
- Passport : N6479078
- Gender : Male
- Place : Mangalore Karnataka India
- Visa status : visit visa