



CONTACT

+971 559360985
maheenkalam23@gmail.com
Dubai,UAE

EDUCATION

2012-2015
BACHELOR OF BUSINESS ADMINISTRATION
MG University
2010-2012
HSE (PLUS TWO)-BIOLOGY SCIENCE
Kerala
OTHER ACADEMIC SKILLS

WAREHOUSE MANAGEMENT
Sibs MarklancePvt Ltd., Cochin

SOFTWARE SKILLS

- MS EXCEL
- MS WORD
- POWER POINT

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English (Fluent)
- Malayalam (Fluent)
- Tamil (Basics)
- Hindi (Intermediate)

MAHEEN A

PROFILE

Highly skilled and versatile professional with more than 2 years of experience in managing documentation, Warehouse operations,office administration, cashier and billing. Buildingstrong customer relationships and strong communication, leadership and problem-solving skills with focus on customer satisfaction.

WORK EXPERIENCE

- WARE HOUSE STORE KEEPER** 2022-2024
BEST GROUP,Thrissur ,kerala.
 - Coordinate warehouse operations
 - Coordinate arrangement or rotation of warehouse cargo and items.
 - Execute operations according to different warehousing situations and contingencies.
 - Implement methods and techniques to manage time and temperature sensitive cargo.
 - Coordinate trans-shipment and trans-loading operations.
 - Review warehousing quality issues in a timely manner.
 - Track cargo handling schedules to ensure timelines are complied with.
 - Perform stock control and housekeeping operations of warehouse cargo and items.
- SALES AND CASHIER** 2020-2022
THWAYYIBA CASHEWS ,Trivandrum,Kerela
 - Describe and promote products in line with customer's express needs promoting purchase of related products
 - Processing sales transactions and taking payment
 - Maintaining clean and tidy checkout and merchandise areas
 - Working with the team to meet store sales goals
 - Reconciling cash drawers and sales receipts
- DOCUMENTATION EXECUTIVE** 2016-2019
FASTRANS SOLUTION COMPANY,Palakkad,Kerela
 - Organize and categorize documents in a systematic manner
 - Update and edit existing documentation to ensure accuracy and clarity
 - Create new documentation based on the needs of the organization and our clients
 - Collaborate with cross-functional teams to gather information for documentation
 - Ensure that all documentation is easily accessible and up-to-date
 - Maintain version control and document change history
 - Review and improve documentation processes and standards.
- IP BILLING** 2015-2016
TRAVANCORE MEDICAL COLLEGE HOSPITAL ,Kollam,Kerela.
 - Update room-wise census as per admission and discharge protocols.
 - Conduct patient bill assessment on a daily basis for all in-patients and initiate advance deposit augmentation as per protocol.
 - Maintain IP bill Control Register.
 - Ensure that the Credit and Insured patient's records are submitted to appropriate authority without backlog.
 - Maintain all cash inflow / outflow registers
 - Ensure smooth and complete hand over and takeover at shift change.
 - Prepare list of outstanding and incomplete bill payments on a routine basis as specified.
 - Check all bills, register entries for accuracy and submission of the same for approval.

VISA DETAILS
VISA TYPE: VALID UAE VISIT VISA
EXPIRY DATE : 05-11-2024