



## CONTACT ME

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althafshaaz9544@gmail.com

Al Ghubaiba, Dubai - UAE

## EDUCATION

### BACHELOR OF COMMERCE

Calicut University - Kerala, India  
2019 - 2021

### HIGHER SECONDARY

Thrissur - Kerala, India  
2016 - 2018

### DIPLOMAIN INTERNATIONAL ACCOUNTING

Kerala, India  
2022

## SKILLS

- Customer Relations
- Day to Day Entries
- Cash Handling
- Receivables & Payables
- MIS Reports

# MUHAMMED ALTHAF SAITHUMHAMMAD

#### PROFILE:

Seeking a position in an organisation where I can show my skills and attitude towards my profession and responsibilities as i can grow my career and skill set through achieving the goals set by the organisation.

## WORK EXPERIENCE

### Cashier

#### M& M MART

Thrissur, Kerala \_ INDIA 2022 - 2023

- Preparation of Payments & voucher
- Cash Handling including Daily closing & Bank Deposit
- Maintaining Petty Cash Book
- Daily Sales Report
- Stock & Inventory Controll
- Handling Purchase & sales Returns
- Creating weekly & Monthly Purchase & Sales Report

### Marketing & Salesperson

#### HASHTELL GENERAL ELECTRONICS TRADING CO.

Thrissur, Kerala \_ INDIA 2021- 2022

- Handling Tele-Calls, Generating Leads, Introduction of Products
- Knowing the demand of the customer & Preparation of quotation
- Handling Customers, Dealing Customer Complaints & Queries
- Indoor & Outdoor Sales & Collection
- Assisting delivery of products
- Customer Follow Up and Maintaining Relationships

## PERSONAL INFO

DATE OF BIRTH : 05-04-1999

MARITAL STATUS - SINGLE

NATIONALITY : INDIAN

PASSPORT NO : S0870466

VISA STATUS : VISIT VISA - 30 / JANUARY / 2024

## LANGUAGES

ENGLISH

TAMIL

MALAYALAM