



CONTACT

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30-09-1998

Indian

EDUCATION

**Bachelor of Business
Administration – 2021**

Jaipur National University,
Jaipur, India

**Higher Secondary in Commerce –
2016**

Sa-Adiya Arts College, Kasaragod,
Kerala

SKILLS

MS Office

Data Entry

Basic analytical experience

Interpersonal skills

Attention to Detail

Customer Service

Communication Skills

Product Knowledge

Organizational Skills

Proficient Typing Skills

Multitasking

Problem Solving

Teamwork

MOHAMMED MAQSOOD K

ADMINISTRATIVE ASSISTANT

"TO LEVERAGE MY ORGANIZATIONAL SKILLS AND ADMINISTRATIVE EXPERTISE IN A DYNAMIC OFFICE ENVIRONMENT, CONTRIBUTING TO STREAMLINED OPERATIONS AND OVERALL EFFICIENCY."

EXPERIENCE

PURCHASING IN-CHARGE • OCT 2022 - Nov 2023

Dizabo Supermarket, Kasaragod, Kerala

- Led precise data entry efforts for purchasing operations, meticulously recording product details, supplier information, and transactional data.
- In charge of daily purchasing operations and managed the purchasing team.
- Oversaw cashier functions, ensuring accurate and secure handling of transactions at the point of sale.
- Managed store inventory by leading product counts, executing price changes and resolving any receiving and transferring issues.
- Implemented efficient expense reporting systems, accurately documenting and tracking expenditures to ensure compliance with budgetary constraints.

MARKETING EXECUTIVE • APRIL 2021 - OCT 2022

Dizabo Delivery App, Kasaragod, Kerala

- Leading Data entry team.
- Marketing and lead generation.
- Visit local stores and businesses to promote marketing and product information.
- Speak with potential clients to discuss service marketing options.
- Organize paperwork and computer data into a client file for future reference.