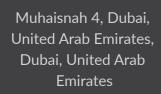
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# MUHUZIN THAJ



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## ABOUT ME

Motivated and results-driven professional with a strong track record of delivering exceptional outcomes. Skilled in organization, adaptability, and proactive problem-solving, I am committed to supporting organizational goals and fostering innovation. Eager to contribute my expertise and enthusiasm to a dynamic team, I aim to drive success, enhance efficiency, and build a meaningful career within a forward-thinking organization.

### WORK EXPERIENCE

RK Wedding Mall, Trivandrum Feb 2023 - Nov 2023 Trivandrum	BILLING EXECUTIVE
	<ul> <li>Prepare and review billing statements for accuracy and completeness</li> </ul>
	<ul> <li>Maintain detailed records of billing transactions and adjustments</li> </ul>
	• Update billing systems with new client information and billing details
Rk wedding mall, Trivandrum Feb 2024 - Jul 2024	INVENTORY ASSISTANT
	<ul> <li>Conduct regular inventory counts to ensure stock accuracy and identify discrepancies</li> </ul>
	• Maintain organized storage areas for efficient stock retrieval and replenishment
	• Assist in cycle counting and annual physical inventory audits
	• Monitor stock levels and notify management of reorder needs promptly
RK Wedding Mall,	INVENTORY AEXECUTIVE
Kollam Jul 2024 - Apr 2025 Kollam	<ul> <li>Conduct regular inventory counts to ensure stock accuracy and identify discrepancies</li> </ul>
	<ul> <li>Maintain detailed inventory records using inventory management software</li> </ul>
	<ul> <li>Train staff on inventory procedures and proper stock handling techniques</li> </ul>
	• Conduct audits to verify physical stock against system records

## LANGUAGES

- Malayalam
- English
- Tamil

#### HOBBIES

- Cricket
- football
- Puzzles .

## **PERSONAL DETAILS**

Date of birth: 28 Nov 1998

Nationality: India

Visa status: Visit Visa

Marital status: Single

## EDUCATION

of Facility Management, Chennai 2021

Integrated Institute • BSS DIPLOMA IN POWERPLANT **OPERATION AND MAINTAINENCE** ENGINEERING

Avodha Edutech 2024 Trivandrum

LOGISTICS AND SUPPLY CHAIN MANAGEMENT

## SKILLS

- Computer Proficiency
- Time Management
- Logistics and Supply chain Management
- MS Office
- Decision Making