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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

- Prepare and review billing statements for accuracy and completeness
- Maintain detailed records of billing transactions and adjustments
- Update billing systems with new client information and billing details

Rk wedding mall,
Trivandrum
Feb 2024 - Jul 2024

INVENTORY ASSISTANT

- Conduct regular inventory counts to ensure stock accuracy and identify discrepancies
- 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,
Kollam
Jul 2024 - Apr 2025
Kollam

INVENTORY AEXECUTIVE

- Conduct regular inventory counts to ensure stock accuracy and identify discrepancies
- Maintain detailed inventory records using inventory management software
- Train staff on inventory procedures and proper stock handling techniques
- 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

Integrated Institute
of Facility
Management,
Chennai
2021

• 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