



# MOHAMMAD NOJISH

## Office Assistant

### Summary

Looking for an exciting and dynamic role where I can utilize my skills and experience to drive tangible results. Passionate about joining an organization that fosters a culture of innovation, continuous learning, and personal growth.

### Experience

#### Capital Office Supplies

Jun 2022 – Sept 2023

Assistant Accountant

- \* Prepare to Completing Basic Bookkeeping, Clerical And Accounting Tasks For A Company. \*Duties include preparing company budgets, building and assessing financial reports and managing a business' payroll processes. \*Performing basic office tasks, such as data entry, answering phones, taking messages, sorting mail, maintaining and updating filing, operating office machines, and arranging equipment maintenance and repairs. Planning and preparing for office events, such as meetings, conferences, and promotional activities.

#### Pharmaceutical Distribution

Mar 2019 – Feb 2022

Assistant Officer

- Taking calls from customers and delivering messages while also using basic office equipment like faxes or scanners. They help maintain files to keep track of important documents, organize travel arrangements, manage supply inventory and perform data entry as required. Inventory and restock drugs and other items. Check for expired medications and discard it properly. Help customers find what they need or send them to the pharmacist for more help.

### Education

#### Bachelor's Of Commerce

Aug 2016 – Mar 2019

University Of Calicut

- The three-year undergraduate degree that focuses on commerce, economics, business law, accountancy, taxation, and financing.

#### Higher Studies

Jun 2004 – Mar 2014

Central Board Of Secondary Education

- Vital step in preparing for later learning and life in general. It's where most learn to read, where learn the fundamental concepts of science and mathematics, and gain a basic understanding of the world and its history.

### Reference

#### MOHAMMAD NAFIH

Mazaraa

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- Accountant

### Contact

Phone:

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Email:

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Nationality:

Indian

DOB:

25.09.1995

Gender:

Male

Address:

Salam Street,Hamdan Abudhabi

### Skills

Tally



Ms Excel



Communication



Computer



Leadership



### Language

English

Hindi

Malayalam