

MUHAMMED SUHAIL S



CONTACT

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OBJECTIVE

To Acquire A Challenging Position In An Environment Where I Can Best Utilize My Skills And Education.

SKILLS

- Computer Skills
- Operating systems : Windows, linux, MS DOS
- Packages: Microsoft Office
- Maintenance of Computer Hardware& Network
- Tally Software, ERP
- CCTV maintenance and installation
- Typing Skill

OTHER DETAILS

Passport Number : V9312696

Visa type : Visiting visa

Visa expiry : 3rd January 2024

EXPERIENCE

Fathima Abdul Aziz Saleh Al-Khairi General Electrical Contracting,Riyadh, Saudia Arabia 27/12/2019 - 15/02/2023

STORE INCHARGE & DATA ENTRY OPERATOR

- Initiates material request coming from different construction sites and timely followup of purchase order.
- Learn about fans, lighting fixtures,conduit boxes in preparation for installations.
- Worked independently with minimal supervision.
- Maintaing minimum and maximum stock level.

ZION Led Lighting & Solar system Kesavadasapuram, Trivandrum, Kerala 20/01/2019 - 19/12/2019

OFFICE ASSISTANT & DIGITAL MARKETING

- Sending enquiries to various suppliers and collecting quotations
- Digital marketing and sales of solar lights
- GEM Tender, E-Tender Preparation
- Data entry work
- File Maintenance
- Expert in Office application - Excel, Word and Powerpoint

Kerala State Electronics Development Corporation (KELTRON) Manvila, Trivandrum, Kerala 24/07/2014 - 8/12/2017

DATA ENTRY OPERATOR IN PURCHASE DEPARTMENT

- Purchase activities based on ERP packages
- E-procurement related operation.
- Sending enquiries to various suppliers and collecting quotations.
- Preparation of purchase order.
- Maintaing purchase files as per ISO standards, verification and forwarding of bills to financeDept., In addition to above coordination with other departments like planning, stores, accounts, marketing etc.

Centre for Development of Advanced Computing (CDAC) Vellayambalam,Trivandrum, Kerala 09/04/2012 - 08/04/2013

APPRENTICESHIP TRAINEE IN FINANCE DEPARTMENT

- Accounting of vouchers for payments in Tally software
- Data entry work in MS Word &Excel
- General PC/ hardware maintenance of Accounts section
- Photocopy works and general clerical assistance to officers

EDUCATION

University of Kerala
Diploma in Computerised Accounting

A J College of Industrial Training Centre Thonnakkal Trivandrum Kerala
Computer operator and Programming Assistant

S N G HSS Chempazhanthu Trivandrum, Kerala
Higher Secondary Education

LANGUAGE

Malayalam
English
Arabic
Hindi

DECLARATION

I hereby declare that all the statements made above are complete and correct to the best of my Knowledge and belief.

Muhammed Suhail S