



JSM THANSEEM

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About Me

Seeking challenging position with a progressive organization in all over the world where my experience and my knowledge can be utilized to the fullest for me as well as the betterment of the organization.

Gender: Male
Passport No: N5413010
Date of Birth: 10.07.1986
Father's Name: S.J. Sadikeen
Marital Status: Married
Visa Status: Visit Visa

Skills

- Communication & Problem-Solving
- Adaptability & Composure
- Team Collaboration
- Accountability
- Client Relationship Management
- IT Proficiency

Languages

- English
- Arabic
- Tamil
- Malayalam
- Hindi
- Sinhala

Work Experience

- Admin Assistance** Dec 2009 - Feb 2010
Al - Abjer contraction Company I Qatar
- Logged all incoming and outgoing correspondence and documents in the database system.
 - Prepared invoices, quotations, and inventories.
 - Managed incoming/outgoing calls and faxes.
 - Updated master Control Index daily/weekly.
 - Typed all correspondences, distributed them, and handled local purchasing and petty cash.
- Cashier** Feb 2010 - Dec 2012
Abdullah Abdullgani & Bros (AAB) I Qatar
- Collected cash or cheques from customers, issuing receipt vouchers.
 - Processed payments via Credit Card Machines.
 - Deposited daily collections at the main cash office.
 - Maintained recent invoices and cash receipts.
 - Handled petty cash expenses and claims.
 - Ensured safekeeping of financial documents.
 - Checked cash balance daily.
 - Prepared daily reports for all transactions.
- Accountant cum Sales Executive** Jan 2013 - Sep 2014
Asian Gypsum Moldings I Sri Lanka
- Investor and Proprietor** Nov 2014 - Oct 2018
Baby Shop I Puttalam, Sri Lanka
- Accountant cum Sales Executive** May 2019 - Dec 2023
Shamreens -PVT LTD , Puttalam ,Sri Lanka

Professional Qualification

- **Fundamentals of Computer:** MS Windows, MS Word, MS Excel & Power Point - Global Computer System, Puttalam, Sri Lanka.
- **Diploma in Computerized Accounting:** ACCPAC, Quick Book, Tally, M.Y.O.B - Global Computer System, Puttalam, Sri Lanka.
- **Professional Diploma (Proficiency in English)** - European College, Kandy, Sri Lanka.
- Participated in the 8th International Congress on AIDS in Asia & Other Pacific (19th to 23rd August 2007) - Bandaranaike Memorial International Convention Hall, Colombo, Sri Lanka.

Hobbies

- Traveling
- Browsing
- enjoying music
- cricket

Academic Qualification

- Completed a two-year teacher training program at Addalaichcheanai (2019)
- Completed Seven Years of Arabic Course at Dharuth Thowheed Assalafiya Islamic College, Kurunegala, Kandy, Sri Lanka.
- General Certificate of Ordinary Level (2005)
- General Certificate of Advanced Level (2008)

Declaration

I hereby declare that the above information is correct and complete to the best of my knowledge and that I am in possession of the documents in proof of the claim made in this application.

J.S.M Thanseem