



# MUHAMMED THANZEEM B

## ACCOUNT ASSISTANT

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Dubai, UAE

mohammedthanzeemb@gmail.com

### Profile Info

DOB: 02-10-1999  
Nationality: Indian  
Mother Tongue: Malayalam  
Marital Status: Single

### Hard Skill

- Accounts
- Front Office Operations
- Excel, WordPress, MS Office
- Digital Marketing
- Customer assistance
- Cash report creation

### Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking
- Check cashing

### Education Background

- KVM College of Arts & Science  
[ Finance & Tax]  
Bachelors of Commerce  
Completed in 2020  
University Of Kerala
- Avodha Institute  
Digital Marketing  
Completed in 2022
- Govt HSS Alappuzha  
Higher Secondary [Commerce]  
Completed in 2017
- ST Michael's HS Thathampally  
Alappuzha  
SSLC, Board Of Kerala  
Completed in 2015

### About Me

Account Assist with 2 years of experience in account reconciliation. Dedicated to resolving issues, answering customer questions, monitoring prices and ringing up customers. Creative Problem solver capable of helping customers with various needs and getting support from managers for complex issues.

### Work Experience

#### 2021-2022 Nambiar's Heritage Hotel

- Key responsibilities:
- Front Office Assistance
- Filing, Billing, Data entry,
- Create purchase accounts, Salary account and P&L Account
- SISCOR, Tally, Excel, MS word, office Adobe

#### 2020 - 2021 M M Traders

- Key responsibilities:
- Billing & Cash handling
- Stock Purchasing and entry
- Excel and Office

### Languages

- English
- Hindi
- Malayalam
- Tamil