



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

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 | |
| <ul style="list-style-type: none">• 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 Location | |
| <ul style="list-style-type: none">• 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 Location | |
| Investor and Proprietor | Nov 2014 - Oct 2018 |
| Baby Shop I Puttalam, Sri Lanka | |
| Teacher | May 2019 - Present |
| MN/Murunkan centre college Mannar | |

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