



# MOHAMED MAHASUM H

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🛂 Passport No: N9519776 Valid up to 21/06/2026 Visa Status : Visit Visa

## PROFESSIONAL EXPERIENCE

01/2020 – 10/2023  
Tamilnadu, India

### Limra Communication (E Sevai)

Administrator Assistant

- implement and coordinate e-commerce sales strategies and operation plans
- monitor the daily operations of online platform, execute e-marketing
- providing unified access to e-Services of different Government Departments on a common platform across the State

10/2017 – 11/2019  
Dubai,  
United Arab Emirates

### UTS Express Heavy Truck Transport L.L.C.

Office Administrator cum Store Keeper

- The Transportation Assistant will be responsible for assisting with the coordination and implementation of the company's transportation operations.
- an act or instance of preparing or sending out a bill or invoice.
- the total amount of the cost of goods or services billed to a customer, usually covering purchases made or services rendered within a specified period of time
- Prepared Invoice and Handle with Petty cash
- Low level Stock items maintaining records.

08/2015 – 09/2017  
Tamilnadu, India

### Golden Dental Laboratory Lab

Administrator Assistant

- An Office Assistant's responsibilities include taking calls from customers and delivering messages while also using basic office equipment like mail or scanners.
- They help maintain files to keep track of important documents
- prepared with invoice

## EDUCATION

05/2021 – 04/2023  
Tamilnadu, India

### Bachelor of Computer Application

Annamalai University

05/2012 – 04/2015  
Tamilnadu, India

### Diploma in Computer Science and Engineering

MIET Polytechnic College

## SKILLS

### Packages

\* Proficient in MS Office(Excel,Word,Power Point,Outlook

### Tally ERP

\* financial accounting and inventory management system  
\* company applications such as sales, finance, purchasing, payroll, inventory, and so on

### Personal Skills

\* Positive attitude in Result Orientation  
\* Enthusiastic in Teamwork  
\* Creative thinking  
\* Smart Working and Hard Working

## LANGUAGES

English



Hindi



## DECLARATION

Hereby declare that the information furnished above is true to the best of knowledge and belief

**Mohamed Mahasum H**