



THASNEEM TH

Bachelor of commerce

I am looking for a challenge job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

Contact

Phone

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DOHA, QATAR
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Email

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Address

Al kharaitiyat, Zone 71 Building no. 147,
Doha ,qatar

Education

2014
Bachelor of commerce
University of Calicut
Students PG centre
Irinjalakuda, Kerala

2011
**Raman memorial vocational
higher secondary school**
Kerala, India

Expertise

- MS OFFICE
- TALLY
- QUCICK BOOKS
- TEAM LEADERSHIP
- STRATEGIC PLANNING

Language

English
Hindi
Malayalam
Tamil

Personal Details

DOB: 20-06-1993
Nationality: Indian Marital
Status: Married
Notice Period: Immediate Joining

Experience

**Future tech trading and contracting company, Doha,
2023 JAN - 2024 JULY.**

ADMIN ASSISTANT

Handled customer suppliers administrative tasks like scheduling
Correspondence and assisted staff in their work

Skills & Abilities

- Sincere, Hardworking and intellectual.
- Good leadership quality.
- Self-motivated.
- Energetic, Positive attitude, Honest and Dedicated.
- Quick learner and adaptor

Trainings Attended

- GTEC COMUPTER EDUCATION ACADEMY,
THRISSUR, KERALA
- TYPE WRITING ACADAMEY IN ENGLISH
THRISSUR, KERALA

Declaration

I here declare that the above mentioned details are true and correct
the best of my knowledge and belief.

Thasneem