

MUHAMMED NASIM MANNIL THODIKA



Doha, Qatar



+974 5009 0732



nasmt.br@gmail.com



Personal Information

- **Nationality:** Indian
- **Date of Birth:** 21/09/1984
- **Qatar ID Number:** 28435651965
- **Driving License:** Valid Qatar Driving License
- **Visa Status:** Employment Visa
- **Languages Known:** English, Malayalam, Hindi, Arabic (Basic)

Professional Summary

Experienced and dependable administrative professional with over a decade of expertise in **accounting**, **document control**, **public relations (PRO)**, and **fleet supervision**. Proven track record in optimizing operations, managing budgets, and ensuring regulatory compliance. Skilled in fostering organizational efficiency and maintaining effective communication with clients and stakeholders.

Key Skills

- Financial Analysis & Cost Control
- Government Documentation & Compliance
- Fleet Supervision & Maintenance Coordination

- Document Management Systems
 - Public Relations (PRO) Activities
 - Time Management & Multi-tasking
 - Communication & Interpersonal Skills
 - Problem Solving & Critical Thinking
 - Team Collaboration & Support
-

Work Experience

Accountant, PRO & Fleet Supervisor

Maximo Group WLL – Doha, Qatar

September 2014 – December 2024

- Managed full-cycle accounting processes, including budgeting and financial reporting.
- Implemented cost-reduction strategies by streamlining workflows.
- Oversaw company fleet operations, ensuring timely servicing and maintenance.
- Handled all PRO responsibilities: labor documentation, visa processing, and government liaisons.
- Supported management with financial planning and operational development.

Accountant, Admin Assistant

KISWA HYPERMARKET – Birkathul Awameer, Qatar

April 2025 – June 2025

- Assisted in day-to-day accounting operations and transaction recording.

- Supported administrative functions such as document filing and internal communication.
- Coordinated with suppliers for invoice and payment tracking.
- Helped in preparing basic financial reports for internal review.

Cashier & Accountant

Madeena Supermarkets – Ajman, UAE

January 2008 – December 2010

- Managed cashier functions including daily transactions and register balancing.
- Maintained financial records and assisted in preparing reports.
- Conducted inventory checks and supported routine accounting operations.

Education

Bachelor of Science in Mathematics (Incomplete)

University of Calicut – 2007

Diploma in Financial Accounting (DFA)

Sree Shankaracharya Institutions – 2014

(Tally, Excel, and Accounting Software)

Computer Operator and Programming Assistant (COPA)

National Council for Vocational Training (ITI) – 2006
