Proposed as an Accountant, Administrator, Logistic in charge etc.

**Musef F Kotwal**

Objective:

To achieve professional excellence as Accountant/Store management/logistic coordinator/Administrator or any suitable position for work that provides me opportunities to fully utilize and develop my knowledge, skills, information and education. I am confident, honest and dedicated to my job.

Personal Information:

Name : Musef Fakirmohammed Kotwal

Permanent Address : Kot Vistar Modasa, District Aravalli – 383315 ,India

Date of birth : 4th January 1995

Mobile no : +91 9537713378

Language known : English , Gujarati , Hindi and Arabic

Marital status : Single

Passport no : S7556548

Date Of Issue : 19/09/2018 Date Of Expiry : 18/09/2028

Place Of Issue : Ahmedabad

E-mail : musef. f. kotwal@gmail.com

Acadmics:

* M.com (Master of Commerce) in Hemchandracharya north Gujarat university with District ion (6.7/10% ) in 2017.
* B.com (Bachelor of commerce) in Hemchandracharya north Gujarat University with First class (7.4/10%) in 2015.
* Higher secondary school in Makhdum high school with District ion (74/100%) in 2012.
* Secondary school in Makhdum high school with first class in 2010.

Employment History:

February 2019-March 2020 ,I have been serving as a Cashier, Stock taking and Barcode system Operator in Safari Hypermarket Doha-Qatar

Responsibilities as followed :

* Handle cash, credit or check transactions with customers
* Scan goods and collect payments
* Ensure pricing is correct
* Issue change, receipts, refunds, or tickets
* Redeem stamps and coupons
* Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change
* Make sales referrals, cross-sell products and introduce new ones
* Resolve customer complaints, guide them and provide relevant information
* Bag items carefully
* Greet customers when entering or leaving establishment
* Maintain clean and tidy checkout areas
* Keep reports of transactions
* Process returns and check to see if items are damaged
* Answer customers' questions and get a manager if answer doesn't solve the issue
* Bag, box or wrap packages
* Pleasantly deal with customers to ensure satisfaction

June -2017 – Dec-2108 Administrator @ Ashwamegh Finance Company

(Finance /Insurance Services for Fleet and Commercial Vehicle)

Responsibilities as followed:

* Handling Palanpur and sidhhpur branch
* Handling Job on Tally 9.0 Day to Day activity
* Bank related handling
* Internal audits
* Sells and Purchase data report Maintain and submitted to Production head on weekly basis
* Petty cash & Cashier handling
* Supervising to day to day activity with sales team
* Scrutinized loan application form
* Check cibil & Dedup status for every cases
* Filters all logins sourced by sales executive according to the credit policy norms
* Checking of payment history through banking wherever applies, KYC docs & total exposure of customers
* Operation management
* Handling disbursement of CV cases-new & refinance
* Disburse file dispatched to HO
* Resolve audit query
* Looking after non starter cases
* Cash management activity
* Handling the branch maintenance

Feb -2016 – May -2017 Accountant/ Technical support @ Simon Bake & Cake Company (Bakery Production, Wholesalers of provision Materials)

Responsibilities as followed :

* Handling Job on Tally 9.0 Day to Day activity
* Sells & Purchase invoices updated
* Bank related handling
* Internal audits
* Inventory of row Materials Maintain in the System
* Quotation Handling
* Purchase order raising
* Overdraft related jobs
* Handling Manpower Pay roll
* Sells and Purchase data report Maintain and submitted to Production head on weekly basis
* Petty cash & Cashier handling
* Supervising to day to day activity with production team

Computer Skills:

Typing Language: English

Computer literacy in MS Window based

Successfully Completed Tally

I declare that the above mentioned information is true to the best of my knowledge and belief

Place : Ahmadabad –India Yours Truly Date : October 1,2020 Musef F Kotwal