

Resume

Technical Profile of Mohamed Amanullah .M

Email: mohamanm@gmail.com

Mobile: +91 9710516284

- [PROFILE SUMMARY:](#)

As a **Warehouse Manager in 09 years experience** advanced Expertise in reviewing invoices and shipping manifests to ensure full compliance with local customs and international regulations. Excel at coordinating tasks of numerous internal divisions and external agencies to ensure rapid, accurate delivery of equipment, Materials, and resources. Strong perseverance and diligence towards attaining challenging goals and possess good communication skills and quick learning ability.

- [AREAS OF EXPERTISE:](#)

SAP&Tally ERP

- Warehouse Accounts Manager
- Handling Bank Account Entries
- Payment Follow all vendors
- Invoice,MIGO,Cheqs collections in SAP&Tally
- Relationship for all 7 star,5 star hotels & Restaurants.
- Inward & Outward Making SAP&Tally
- Distribution Management
- Quality Assurance Check
- Training and Leadership Management
- Inventory Control Processes
- Standards /procedures Compliance
- Continuous Process Improvement
- Vendor and Staff Relation Maintenance
- Transportation/Material Handling

- [WORK EXPERIENCE](#)

JK ENTERPRISES (Aug 2018 – Till Date)

Designation: Warehouse Accounts Manager

Roles and Responsibilities:

- Warehouse Accounts Manager
- Relationship for all 7 star,5 star hotels & Restaurants.
- Manage company entries in **Tally erp**.
- Handling Bank Entries for Vendors Payment & Receipts.
- Preparing Staffs Salary structure and Paid to NEFT BANK.
- Inward & Outward Stock Maintanance.
- Raising sales invoices in Tally for Export & Import to entire Tamilnadu branches.
- Maintaining Company Claims.
- Vehicle arrangement for Dispatches.
- Following with Vendors & Hotels for Payments regularly.



- Preparing Sales & Purchase document and submit for Auditing on monthly basis.
- Cheque collections from Distributors.
- Funds management & decision.
- Reporting accounting statement to head office for every month.
Petty cash handling.
- Attending Customer Calls and solving their queries regularly.

KM Trade Link Pvt Ltd (June 2012 – May 2018)

Designation:CFA - WAREHOUSE MANAGER

Client : Field Fresh Foods Pvt Ltd(Delmonte Food Products),

- Incharge of Carry forward Agent (CFA) in Warehouse.
- Maintain company entries in **Excel & SAP**.
- Inward & Outward Stock Maintenance.
- Raising sales invoices in SAP for Export & Import to entire Tamilnadu branches.
- Preparing Sales & Purchase document and submit for Auditing on monthly basis.
- Funds management & decision.
- Salary distribution for Labour and employees from petty cash.
- Cheque collections from the Distributors.
- Handling the Admin part of House keeping Department.
- Preparing report for Weekly and Monthly basis.
- Auditing Food material through SAP Tool
- Chart Preparing for Monthly performance

SKILLS:

- Tools Used: Tally ERP9, SAP
- Computer Skills: Operating System, MS-word , MS,Excel, MS-Outlook
- Administration Skills.
- Type writing in Lower Grade

• **ACADEMICS:**

COURSE	INSTITUTION	YEAR OF PASSING	PERCENTAGE
BBA	The New College,Royapettah	2012	60%
HSC	st.Peter'sHr.sec School, Royapuram.	2009	68%
SSLC	st.Peter'sHr.sec School, Royapuram.	2007	42%

• **PERSONAL INFORMATION**

Name : Mohamed Amanullah. M
 Father Name : Mahroof.M
 Sex : Male
 Nationality : Indian
 Marital status : Married
 Language Known : Tamil and English
 Present Address : 18/9 Vinoba Nagar 7th street Tondiyarpet Chennai-81

DECLARATION:



I hereby declare that the details furnished above are true to the best of my knowledge.

Place : Chennai

Yours Sincerely

Date :

(Mohamed Amanullah)

