

# Shifnan Mehrouf

## Finance, Logistics & Supply chain Management

Accounting Professional and factory & warehouse in charge with Over 4 years of experience in accounting, Logistics & Supply chain management. Excellent working knowledge in Accounts finalization, Inventory Management, stock control, and materials logistics with demonstrated achievement in executing and delivering projects on time and within budget. Strong leadership, management, communication and problem-solving skills.



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## SKILLS



## WORK EXPERIENCE

### Logistics & Warehouse Controller Emmay Logistics

2024-2025

India

Achievements/Tasks

- Prepare Delivery Notes & Invoices
- Prepare Bill of Lading for containers
- Follow up with customers for payments/queries by phones, emails and letters. Prepare Monthly stock report of Warehouse
- Prepare Monthly & Yearly Stock Report.
- Prepare Bank deposit voucher for each CHQ and Cash.
- Issue internal memos for special cases to higher managements.
- Ensure that all invoices are supported with proper original LPOs.
- Fully reconcile debtors and perform low risk audit observation.

### Accountant

### Kedankkara & Co

India

2020- 2021

Achievements/Tasks

- Maintain the Daybook & Ledgers of various types of Company manually & computerized as per requirements. Conducting Internal Auditing in different types of Companies
- Conducting annual and Concurrent auditing of Banks
- Conducting Stock Counting and Fixed asset Valuation on scheduled timing.
- Preparation of Final Accounts.
- Preparation of Bank reconciliation and Inter-firm reconciliation statements..

# INTERNSHIPS

## Kerala Roadways Pvt Ltd

2024

Achievements/Tasks

India

- E way Bill generation
- Check the E way Bill validity correctly
- Extending the validity of E way bill
- V. A generation
- Bill Creation and checking the report
- GST Report
- Loading and unloading List Check and Report

# EDUCATION

## PG Diploma in Logistics & Supply Chain Management

*Transglobe School of Logistics & Aviation Management- India*

## BA (HONS) BAIBF (INTERNATIONAL BUSINESS AND FINANCE)

*University of West of Scotland - Scotland*

## Associate Certified Chartered Accountant (ACCA) (ongoing)

*University of West of Scotland - Scotland*

Microsoft Office (Word, Excel, PowerPoint & Outlook)

Quickbooks

Sage50

Peachtree

Tally

# PERSONAL DETAILS

Date of Birth      08/07/1999

Nationality

Indian

Marital Status      Single

Visa Status

Visit Visa

Driving License      India (Light Vehicles)

Languages

English, Hindi, and Malayalam,

# REFERENCES

Available upon request.