



MAHADIER MOHAMED

OBJECTIVE

To obtain a position in a reputable organization where I can utilize my accounting knowledge and analytical skills to optimize financial performance and drive business growth.

EXPERIENCE

Company Name: National Shipping Services L.L.C(Sharaf Group)

Position: Accounts Assistant.

Location: Dubai, United Arab Emirates.

Duration: Aug 2023 - March 2024

- In Dubai Trade, create an import and Delivery order.
- Generates export bill of lading.
- Handle the D/O and B/L counter operations.
- Create financial documents such as Performa Invoice, Tax Invoice, LPO, payment & receipts etc.
- Handling accounts receivable and follow ups.
- Reconciled Bank statement versus company books of accounts.
- Accounts Receivable Reco between Cash & Bank transfers.
- Maintain daily financial transactions and receipts.
- Prepare management-specific ad hoc reports as needed like D/O Report, NOC Report, Cash Report, etc.
- Assist customers on status of their shipment.

EDUCATION

2021-2023 : **Master of Commerce (M. Com)**

Madras University, Chennai, India.

2018-2021 : **Bachelor of Commerce (B. Com)**

Prist University, Thanjavur, India.

SKILLS

- Fast Learner.
- Creativity.
- Teamwork.
- Computer Skills.
- Effective
- Time Management.
- Problem-Solving
- Creativity Thinker.
- Organizational Skills.

DECLARATION

I hereby declare that the above written particulars are the true to the best of my knowledge and belief.

CONTACT

Phone

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Email

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Address

DUBAI, UNITED ARAB EMIRATES

PERSONAL DETAILS

D.O.B : 05-04-2001
Passport No : T2745644
Nationality : Indian
Marital Status : Single
Visa Details : Visit Visa
Visa Validity : 07-12-2024

SOFTWARE

- Shiplogix
- Dubai Trade
- Microsoft Office
- Afzys

LANGUAGE

- English
- Tamil
- Malayalam

HOOBIES

- Reading books and articles.
- creativity and design skills.
- Travelling.

DRIVING LICENCE

- United Arab Emirates
- India