

# MAHMAD KABEER

ASSISTANT ACCOUNTANT/ADMIN/LOGISTICS  
COORDINATOR

+971585769804 @ MAHMADKABEER1981@GMAIL.com [Link](#) . Dubai



## EXPERIENCE

Telecommunications assistant 09/2024 - 12/2024

Titan Financial Brokers Dubai

- To search for new business opportunities in local market to deliver sales, through making outbound calls/ visits to describe bank's products, explain the benefits of these products, in relevance to customer's needs, and to answer customer's questions to increase revenues and meet set targets.

Sap fico tool internship 03/2024 - 08/2024

Astha academy Mangalore

- SAP enterprise structure
- Documents, g/l accounts, banks, invoices, audits
- Master data on cost and profit centers

Assistant accountant 04/2021 - 06/2024

Sk shipping Mangalore

- Maintain company ledgers and daily financial transactions
- Create financial documents such as bills, invoices, pay-orders, receivables, and purchase orders
- Handle customer queries, transportation departments, and other office administration work

Assistant accountant cum sep 01/2019 - 02/2021

Sk transports & logistics Mangalore

- Verify payments and deposits made through the company account and coordinate with the bank
- Create daily reports in tally softwares
- Creating data from ms excel
- Updating and maintaining procedural documentation

## EDUCATION

Bachelor of Commerce 01/2016 - 01/2019

Mangalore university Mangalore

## SUMMARY

ASSISTANT ACCOUNTANT CUM ADMIN Analytical, detail-oriented, efficient and organized accounting professional with extensive experience in accounting functions: Ascertain needs and goals, streamlines existing operations, turns around unprofitable functions, envisions new concepts, and follows through with development, direction, and accomplishments. Experienced in Different field of administration, logistics and other shipping companies & Good communication skills.

## TRAINING / COURSES

Diplomo in sap fico  
Astha Academy

## LANGUAGES

English	Advanced	•••••
Malayalam	Proficient	•••••
Hindi	Advanced	•••••
Kannada	Advanced	•••••

## SKILLS

Microsoft excel, Data analysis , Time management