

CURRICULUM VITAE

MOHAMED AJMAL. A

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Career Objective:

Efficient, organized leader adept at prioritizing tasks and working with team members. Ensures smooth operation of all warehouse activity. Great communicator who is able to motivate and mentor team members, explain tasks, and give feedback. Knowledgeable about warehouse procedures, as well as applicable state and federal regulations for health and safety. Good computer skills, knowledgeable in spreadsheet and word processing software.

Professional Experience:

Organization : Sun & Sand Sports L.L.C - GMG (GULF MARKETING GROUP), Dubai.

Designation : Warehouse Associate.

Duration : From 1 March 2022 to Till Date.

Duties and Responsibilities:

- Receive and process incoming stock and materials.
- Pick and fill orders from stock.
- Pack and ship orders.
- Manage and organize inventory.
- Operate warehouse equipment such as forklifts and pallet jacks.
- Maintain a clean and safe working environment.
- Perform other duties as assigned.

Professional Experience:

Organization : Fareena Tours & Travels, India.

Designation : Assistant Accountant.

Duration : From May 2019 to Apr 2021.

Duties and Responsibilities:

- Preparing financial documents such as invoices, bills, and accounts payable and receivable.
- Supporting the senior / managing accountant and wider finance team.
- Completing purchase orders.
- Completing financial reports on a regular basis and providing information to the finance team.
- Coordinating internal and external audits.
- Verifying bank deposits and managing day-to-day transactions.
- Recording office expenditures and ensuring these expenses are within the set budget.
- Assisting the finance department and senior accounting staff members with various tasks, including preparing budgets, records, and statements.
- Posting daily receipts and preparing annual budget.
- Reporting on debtors and creditors.
- Managing monthly budgeting tasks.
- Verifying financial statements, ledgers and accounts and making corrections where appropriate.
- Preparing profit and loss accounts sheets.
- Preparation of month End Payment (Receivable & Payable).
- Petty Cash & Inventory Management.

Educational Qualification:

Degree	Grade	Year of Passing
B. Com (Commerce) Bharathidasan University, Tamilnadu, India.	(A)	2019

Technical Skills:

Office Automation Tools : Tally ERP 9

- : Diploma in MS Office (MS- Windows, Word, Excel, Microsoft Outlook).
- : Diploma in Typewriting (English).
- : EWM (SAP)

Extra-Curricular Activities:

- Have been Participated and won a prize in District Zonal Athletics.
- Have been participated in Symposium 2nd International Conference on E-Governance Challenges Prospects.

Area of Interest:

- Warehousing, Accounting, Storekeeper, Cashier, Data Entry

Internal

Personal Strengths:

- Have a Leadership qualities.
- Keen to know new things.
- Highly Adaptive.
- Quick Learner.
- Excellent communicator and team builder.
- Organized, punctual, efficient

Personal Profile:

Father Name : A. Abdul Rasheed
DOB : 08/12/1997
Age /Sex : 27 / Male
Marital Status : Married
Languages Known : English, Hindi & Tamil
Nationality : Indian
Religion : Muslim
Driving License : Indian License
Passport Number : C1603320
Visa status : Employment Visa (JAFZA)

Declaration:

I hereby declare that all the information is true to the best of my knowledge.

Place : Dubai

Date :

Yours faithfully,

(Mohamed Ajmal. A)