



MOHAMMED FAYIS

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DUBAI, UAE (**Join Immediately**)

Visiting Visa

Valid Until: 24-01-2025

Passport No: Y4001517

ACCOUNTS AND LOGISTICS

PROFILE

Highly organized and detail-oriented professional with a Bachelor's degree in Commerce (Computer Applications) and a Diploma in Logistics and Supply Chain Management. Skilled in data entry operations, accounting, and logistics coordination, with a strong focus on accuracy and efficiency. Proficient in managing inventory records, processing financial transactions, and utilizing software tools to support seamless operations. Seeking a challenging role in logistics data entry or accounting to contribute to organizational success through precision and commitment.

WORK EXPERIENCE

INTERNSHIP AT Bismi Connect Ltd 8/2024 - 10/2024
Completed professional internship at Bismi Connect Private Limited India, a Reliance Digital Warehouse subsidiary. Acquired hands-on experience in SAP MM, Quality Checking, Reverse Logistics, Inventory Management, Procurement Processes, Goods Receive Note (GRN) creation, Invoice Creation, Advanced Shipping Notification (ASN) creation, and proficiency in MS Office tools. Gained a comprehensive understanding of warehouse operations and supply chain management.

Sales Promoter 7/2023 - 2/2024
Worked as a sales promoter in Techno Trade Retail Service Private Ltd for a year and gained extensive experience in accounts management and sales promotion. Proficient in using APX software for accounting tasks, including quality checking, warranty claims, month-end auditing, and purchase order creation. Developed strong skills in customer service, billing, loan paperwork handling, and inventory sorting. Demonstrated attention to detail and efficiency in managing both financial and customer-facing responsibilities.

EDUCATION

- Advanced Diploma in Logistics and Supply Chain Management
Vintage Info Solution 2023 - 2024
- BCOM Computer Application
University of Calicut 2020 - 2023
- HSS Commerce
GHSS TGI 2018 - 2019

ADDITIONAL INFORMATION

- Skills:** SAP (Material Management), Outlook, Excel, MS Word.
- Languages:** English, Malayalam, Hindi
- Certifications:** Scientific and Technical Education Development Council (STED), SAP, MS Office.

DECLARATION

I hereby declare that all above information is true to the best of my knowledge and belief. All the information shared in the resume is correct, and I take full responsibility for its correctness.