



Lekshmi Mohan

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OBJECTIVE

To secure a challenging position in a dynamic industry where I can effectively contribute my skills and abilities and provide me with varied experience as well as training and challenging tasks, which will yield job satisfaction and professional growth.

PROFESSIONAL EXPERIENCE

1. Al Kazemi Group of Companies

Shipping & Logistics Division

Head office, Laila Tower, Salmiya, Kuwait

April 2019 - Till Date

Designation – Shipping Coordinator

Job Profile and responsibilities:

- Managed end-to-end shipping operations, including draft documents checking and confirming, correspondence with local clients, international agents, and shipping lines, ensuring seamless communication and timely execution of shipments.
- Negotiated competitive freight rates with agents, optimized costs, and prepared accurate quotations for clients to meet their logistical requirements.
- Verified and processed import documents, ensured data accuracy, and handled consignee amendments to comply with client and regulatory standards.
- Monitored shipment statuses by coordinating with shipping lines and clients, providing regular updates, and preparing cargo arrival notices for timely delivery.
- Prepared and organized documentation, including payment requests and Delivery Orders (DOs), and coordinated customs approvals, inspections, duty payments, and transportation.
- Maintained detailed shipment records, managed ERP system entries, processed invoicing, and submitted completed files to the finance department for job closure.

- Oversaw transport division activities, including petty cash management, reimbursement, and preparation of payment requests and vouchers in collaboration with the finance team.
- Collaborated with cross-functional departments to ensure smooth day-to-day operations and resolve operational challenges efficiently.

2. United Neama Group

Amghara Industrial Area – Kuwait
(From 2017 – 2019)

Designation – Accountant

Job Profile and responsibilities:

- Maintained accurate and up-to-date books of accounts, ensuring compliance with financial standards and organizational policies.
- Prepared and processed payroll, including monthly cash salary payments and overtime payments, ensuring timely and accurate disbursement.
- Generated and managed invoices, receipts, and payment records, maintaining a systematic and organized financial documentation system.
- Reconciled financial transactions and resolved discrepancies with suppliers, ensuring accuracy in invoicing and payments.
- Prepared and maintained accounts receivables, payables, and general ledger/journal entries, ensuring accurate financial reporting.
- Monitored and followed up on receivables and payables to ensure timely collections and payments, improving cash flow management.
- Handled additional financial tasks and responsibilities as assigned by the finance head, contributing to the overall efficiency of the finance department.

3. Colours Printing Press

Al Rai-Kuwait
(From 2015 – 2017)

Designation – Accountant

Job Profile and responsibilities:

- Delivered exceptional customer service and ensured a high level of customer satisfaction.
- Prepared and issued accurate invoices to customers, ensuring timely billing and adherence to organizational policies.
- Managed receipts and payments, maintaining precise records of financial transactions to ensure accountability and transparency.
- Coordinated and processed supplier payments, ensuring timely settlements and maintaining positive vendor relationships.

- Administered payroll processes, including the disbursement of monthly cash salaries and overtime payments, ensuring accuracy and compliance with company policies.
- Prepared and monitored delivery schedules, ensuring timely dispatch and updating clients on delivery statuses to enhance service efficiency.

KEY ROLES PERFORMED

- Shipping Co-coordinator
- Accountant
- Office administration
- Delivery In-charge.

EDUCATION

Master of Business Administration – MBA – (HR & Mrkg)
(Anna University of Technology, Coimbatore – 2011 - 2013)

Bachelor of Commerce with Information Technology – BCOM(IT)
(Bharathiar University, Coimbatore – 2008 - 2011)

KEY SKILLS

- Oracle: R12 Oracle Marketing Fundamentals.
- Oracle: R12 eBusiness Suite essentials for Implementers.
- Microsoft Office (word, Excel, PowerPoint).
- Tally ERP 9, C++, Java, VB.

CERTIFICATIONS

- Attended backbone training course by Aosta Software (3 months).
- Attended foundation program in basic accounting and quantitative techniques by Max Value.
- Tally ERP 9, C++, Java, VB.

PERSONAL SKILLS

- Good leadership skills
- Quick learner
- Hard working and committed with a sense of responsibility
- Able to work in a group and as an individual
- Socially flexible and interacting character
- Positive thinking, listening and caring people

PERSONAL PROFILE

Gender	: Female
Date of Birth	: 29-07-1988
Nationality	: Indian
Father's Name	: Mr. Mohan Das
Country of Residence	: Kuwait
Residency Status	: Article No.18 (Transferable)
Civil ID Number	: 288072903626
Passport Number	: V7436158
Marital Status	: Married
Languages Known	: English, Hindi, Malayalam & Tamil
Hobbies	: Reading, dancing

DECLARATION

I hereby declare that the above furnished information is true to the best of my knowledge and belief.

Kuwait,

24-02-2025

Your's Faithfully,

Lekshmi Mohan

Reference:

*Will be provided upon request.