



MUHAMMED FAHEEM N

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Manama, Bahrain

PROFESSIONAL SUMMARY

Recent graduate with a Bachelor of Business Administration (BBA) degree in port, shipping & logistics management who have achieved strong academic background in business administration. Eager to leverage knowledge and practical experience in a challenging role within the business sector. Seeking an entry level role that facilitates professional growth while making meaningful contributions to the organization.

SKILLS

- Administration
- Accounting
- Data handling
- Cash management
- Receipt entry
- Logistics management
- Ability to work under pressure
- Time management
- Empathetic listening
- Computer basics
- Management skills
- Team work
- Communication skills
- Bank Reconciliation

TECHNICAL SKILLS

- Tally prime
- Advanced excel
- Microsoft office suit
- Possibolt ERP
- VAT GCC compliances
- GST
- Telephone skills
- LMRA
- E- payment
- Online banking
- E-mail
- GOSI

WORK HISTORY

Assistant Accountant cum Admin in a Group of companies mentioned below: (Manama-Al Gufool, Bahrain)

January 2025 — Current

- **Arabian Electric & Electronic EST** (Electrical project works for ALBA, AUB, KHUH, BDF, ASU, EWA, Polytechnic etc...)
- **Al-Huda Property** (Real estate & property management)
- **ROCK A BYE BABY** (Distributor of YumEarth, Child Farm, Original Sprout, Sweet Lounge and PIP brand items. supplying to Carrefour, Mizra Al helli, Al osra, Food world, Midway, Ninja Bahrain, Al jazira etc...)
- **Aldheyafeh Hospitality Services W.L.L** (Event Management & Event related material rental services)

Accountant– Runners trading company Kerala, India

June 2024 — December 2024

- Purchase entry
- Sales entry
- Sales invoice generation
- Payment
- Receipt collection
- Managed group of 4 workers
- Stock verification
- Stock maintenance
- Cash management
- Customer follow-up for payment
- Draw-up financial reports

INTERN 01/2024-02/2024

AAI Cargo Logistics & Allied Service Company Ltd. Mangalore, Karnataka

Learned different facts of working and was assigned to the administration department as an intern, which is responsible for verification of delivery and data handling.

INTERN 02/2024-03/2024

New Mangalore Port Authority, Karnataka

Got insight into professional practice, designated as an intern across various departments.

EDUCATION

- **Diploma in Computerized and Financial Accounting(DCFA)**- Matrix institute of Accounting& Management, Payyannur, Kerala, India
- **Bachelor of Business Administration (BBA)** - Srinivas university Karnataka, India
Port, shipping and Logistics management (2021-2024)
- **Class XII** – commerce
DHSE, Kerala (percentage 83.08 %)
- **Class X**
Board of Kerala (percentage 88.89%)

LANGUAGES KNOWN

- English
- Hindi
- Malayalam
- Tamil

EXTRA CURRICULAR ACTIVITIES

- Participated in Logistics expo
- Participated in college level soccer

HOBBIES

- Soccer
- Fitness