

## 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 Assistant

**Duration** : From 1 March 2022 to Till Date.

### ***Duties and Responsibilities:***

- Processing and packing customer orders ready to ship.
- Loading delivery vans and checking shipments match the delivery schedule.
- Gathering materials and supplies from the stores for colleagues.
- Managing stock levels and placing orders for new materials where required.
- Entering data into computer systems to keep stock inventory up to date.
- Moving supplies or boxes around the warehouse (in some cases, this may involve driving a forklift truck)
- Keeping the warehouse area clean, tidy and free from unnecessary hazards to uphold health and safety.
- Cleaning delivery vans and preparing them for the next day's shift.
- Maintaining quality standards across all warehouse practices.s

### **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:**

<i>Degree</i>	<i>Grade</i>	<i>Year of Passing</i>
<b>B. Com (Commerce)</b> Bharathidasan University, Tamilnadu, India.	<b>( A )</b>	<b>2019</b>

### **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 2<sup>nd</sup> International Conference on E-Governance Challenges Prospects.

### **Area of Interest:**

- Warehousing, Accounting, Storekeeper, Cashier, Data Entry

**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)*