

## PROFESSIONAL SUMMARY

Results-driven accounting and logistics professional with over 4 years of comprehensive experience in financial management, procurement, inventory control, and administrative coordination. Proven expertise in managing purchase orders, supplier negotiations, bank reconciliations, and end-to-end logistics operations within fast-paced environments.

## EXPERIENCE

### ❖ ACCOUNTANT/COORDINATOR - 1.1 Years -Present

#### GECOLINE INTERNATIONAL TRADING LLC, DUBAI,UAE

- Draft and issue RFQs based on specific customer project requirements, followed by timely follow-ups to get the orders
- Prepare Purchase Requisitions (PR) and Purchase Orders (PO) in alignment with customer requirements.
- Negotiate pricing, terms, and delivery conditions with suppliers for cost-effective procurement.
- Preparation monthly purchase register and sales register for to meet the organizational goals.
- Proper handling of inventory and forecasting stock requirements to ensure smooth operations and avoid shortages or overstocking.
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- Reviewing supplier invoices and processing payments in accordance with agreed payment term.
- Monthly Bank reconciliation and journal entries to maintain proper supplier and customer accounts.
- Arrange end-to-end logistics services, including supplier material collection and delivery of customer orders, ensuring timely and cost-effective transportation.
- Identify cost-saving opportunities in procurement, warehousing, and transportation. Contribute to continuous improvement initiatives for better supply chain performance.
- Guided laborers on workplace safety, material handling, and the urgency of tasks to ensure operational efficiency.

### ❖ SENIOR ASSISTANT(3.5 Years)- MRF LIMITED, MAHARASHTRA,INDIA



- Prepare monthly inventory forecasts and reports based on the analysis of sales data to ensure optimal stock levels.
- Set and monitor product-wise sales targets in rupee value and Product categorized targets.
- Created sales orders, invoices, and delivery notes in alignment with purchase orders, ensuring accurate documentation and smooth transaction processing.
- Prepared Goods Forwarding Notes and E-Way Bills to facilitate the accurate and compliant delivery of materials, ensuring adherence to transportation and regulatory requirements.
- Created customer-generated claims and managed the settlement of materials based on inspection reports, ensuring resolution accuracy and compliance with company policies.
- Ensured compliance with GST regulations while preparing invoices, E-Way Bills, and other statutory documents.
- Oversaw daily warehouse operations including receiving, storage, order fulfillment, and shipping to ensure timely and accurate delivery of goods.
- Managed inventory control processes to maintain accurate stock levels, reduce shrinkage, and optimize storage space utilization.
- Coordinated with procurement and sales teams to forecast inventory requirements and plan replenishment's accordingly.
- Managed transporters and warehouse staff to ensure timely delivery, accurate handling, and proper documentation of material.

## **EDUCATIONAL QUALIFICATION**

***CGPA***

- Master of Business Administration(MBA)-Finance and Logistics- (08/2018-05/2020) **8.3/10**  
Noorul Islam Centre for Higher Education-Tamil Nadu, India
- Bachelor Of Commerce with Computer Application(B.com) – (07/2015-04/2018) **7.0/10**  
University of Kerala,India
- Higher Secondary school(HSC)- Commerce-(05/2013-03/2015) **8.2/10**  
Govt.Vocational Higher Secondary School-Kerala, India
- Secondary School (SSLC) –(06/2010-03/2013) **7.1/10**  
Govt.Vocational Higher Secondary School-Kerala, India

## **SOFTWARE PROFICIENCY**

- SAP
- ERPNext
- Microsoft Office

## **LANGUAGES**

- English
- Hindi
- Malayalam

## **SOFT SKILLS**

- Attention to Detail
- Active Listening
- Leadership
- Initiative and Drive
- Problem-Solving
- Communication

## **PASSPORT AND VISA DETAILS**

Passport No : U6756879  
Date of Issue : 09/09/2020  
Date of Expiry : 08/09/2030  
Nationality : Indian  
Visa Type : Employment Visa

## **ACADEMIC PROJECTS**

Internship Project-Kerala Transport Company(KTC)

WMS software provides real-time visibility into stock levels, locations, and movement, reducing errors and minimizing stock-outs or overstock situations. WMS systems enable better organization and allocation of warehouse space, maximizing storage capacity and reducing handling times.

Organizational Study- Kerala Ceramics Limited

Conducted a comprehensive organizational study to analyze workflow efficiency, operational processes, and resource management. Gathered and analyzed data through observations, and document reviews to provide actionable recommendations.

## **PERMENENT ADDRESS**

Sudhin Bhavanam  
Chunakkara North  
Chunakkara P.O  
Mavelikkara, Alappuzha  
Kerala, India

## **CURRENT ADDRESS**

No.24, 38B Street  
Al Quoz 1, Dubai, UAE