



# MUHAMMADNOUFAL

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## Profile

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Enthusiastic and detail-oriented professional specializing in Logistics and Supply Chain Management. Skilled in inventory control, process optimization, and data analysis, with proficiency in MS Office and Tally ERP. Quick to adapt and eager to apply knowledge in streamlining operations, improving efficiency, and supporting business growth. Strong analytical, problem-solving, and teamwork abilities, with a commitment to contributing value in a dynamic work environment.

## Education

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<b>MILAGRES COLLEGE</b> – Mangalore India	2021 – 2024
- Bachelor of Commerce (Logistics and Supply Chain Management) - CGPA: 8.03	
<b>CARMEL COMPOSITE PU COLLEGE</b>	2019 – 2021
- Pre-University College - 74.	
<b>DARUL ASH-ARIYA ENGLISH MEDIUM HIGH SCHOOL</b> - SSLC - 78.72	2019

## Experience

### Cashier

**ZEON HOTEL**, Bangalore, India

Aug 2024 – Sep 2025

- Managed daily financial transactions including cash handling, deposits, and reconciliation of accounts.
- Maintained accurate financial records, ensuring compliance with company policies.
- Handled customer payments, refunds, and billing queries with efficiency and accuracy.
- Assisted in monitoring financial holdings and reported discrepancies to management.
- Provided front-desk support including customer assistance, documentation, and appointment coordination.
- Ensured smooth workflow by balancing administrative tasks with financial responsibilities.

## Skills

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- Microsoft Office: Word, Excel, PowerPoint, Access
- Tools: Tally ERP
- Logistics & Supply Chain Management: Inventory Control, Order Processing, Procurement, Distribution Management
- Soft Skills: Communication, Teamwork, Problem-Solving, Time Management

## Certificates

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- Diploma in Computer Application (DCA)

## Languages

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- English
- Hindi
- Malayalam
- Kannada

## Personal Information

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- **Visa Status** : Visit Visa
- **Nationality** : Indian
- **Date of Birth** : 27 March 2003
- **Marital Status** : Unmarried
- **Passport Number** : Y2920318