

Shifnan Mehrouf

Finance, Logistics & Supply chain Management

Accounting Professional and factory & warehouse in charge with Over 4 years of experience in accounting, Logistics & Supply chain management. Excellent working knowledge in Accounts finalization, Inventory Management, stock control, and materials logistics with demonstrated achievement in executing and delivering projects on time and within budget. Strong leadership, management, communication and problem-solving skills.



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SKILLS

Financial Accounting

Financial Reporting and Analysis

Treasury Operations

Client Relations

VAT & Taxation

Cash Flow Management

Budgeting and Forecasting

General Ledger

Risk Management

Revenue Optimization

Variance Analysis

Inventory Management

Policies Development

Workflow Management

Financial Audits

WORK EXPERIENCE

Logistics & Warehouse Controller Emmay Logistics

2024-2025

Achievements/Tasks

India

- Prepare Delivery Notes & Invoices
- Prepare Bill of Lading for containers
- Follow up with customers for payments/queries by phones, emails and letters. Prepare Monthly stock report of Warehouse
- Prepare Monthly & Yearly Stock Report.
- Prepare Bank deposit voucher for each CHQ and Cash.
- Issue internal memos for special cases to higher managements.
- Ensure that all invoices are supported with proper original LPOs.
- Fully reconcile debtors and perform low risk audit observation.

Accountant

Kedankkara & Co

2020- 2021

Achievements/Tasks

India

- Maintain the Daybook & Ledgers of various types of Company manually & computerized as per requirements. Conducting Internal Auditing in different types of Companies
- Conducting annual and Concurrent auditing of Banks
- Conducting Stock Counting and Fixed asset Valuation on scheduled timing.
- Preparation of Final Accounts.
- Preparation of Bank reconciliation and Inter-firm reconciliation statements..

INTERNSHIPS

Kerala Roadways Pvt Ltd

2024

Achievements/Tasks

- E way Bill generation
- Check the E way Bill validity correctly
- Extending the validity of E way bill
- V. A generation
- Bill Creation and checking the report
- GST Report
- Loading and unloading List Check and Report

India

EDUCATION

PG Diploma in Logistics & Supply Chain Management

Transglobe School of Logistics & Aviation Management- India

BA (HONS) BAIBF (INTERNATIONAL BUSINESS AND FINANCE)

University of West of Scotland - Scotland

Associate Certified Chartered Accountant (ACCA) (ongoing)

University of West of Scotland - Scotland

Microsoft Office (Word, Excel, PowerPoint & Outlook)

Quickbooks

Sage50

Peachtree

Tally

PERSONAL DETAILS

Date of Birth 08/07/1999

Marital Status Single

Driving License India (Light Vehicles)

Nationality Indian

Visa Status Visit Visa

Languages English, Hindi, and Malayalam,

REFERENCES

Available upon request.