



Ahammed Rashid

Accountant, Store Keeper, Merchandiser

Self motivated and an adaptive person seeking out for challenges and solutions

✉ ahmedrashiee21@gmail.com

☎ +971503699533

📍 Karama, Dubai, United Arab Emirates

WORK EXPERIENCE

Store keeper / Reciever

Union Co-operative Society, Dubai

06/2020 - 12/2021

Dubai, UAE

Achievements/Tasks

- Maintain Strong vendor connections at all stages and delivery structures and managing specific Shipment
- Reduce product wastage by eliminating excess and obsolete inventory and tracking order refills revenue and upcoming sales opportunities
- Perform other stock related duties including Returning packing, Pricing and Labelling supplies
- Receive Unload and shelving the supplies, Scanning and sorting Incoming and outgoing stock
- Tracked incoming and outgoing files and maintained accurate records for potential discrepancies
- Keep a record of sales and restock the store accordingly and making orders

Accountant

Marc arts and Frames , India

06/2016 - 08/2017

Malappuram, India

Achievements/Tasks

- Monitored Accounts payables and receivable status and delegated tasks as needed
- Gathered all banking transactions via statements recorded activity in excel format and reconciled balances
- Prepared payroll reports and examined payroll register to detect errors and improve accounting accuracy
- Assisting Auditing staff for monthly reports (P/L, BS, CF)
- Communicated with vendors and clients to facilitate timely payments and reduce outstanding accounts receivable
- Sales invoicing, Purchase posting, petty cash handling
- Posting financial data in excel and manage inventory

EDUCATION

Master of Commerce

Bharathiar University , India

Bachelor of Commerce

University of Calicut, India

PG Diploma in Logistics & Supply chain

Rangsit University, Thailand

SKILLS

MS EXCEL

INVENTORY MANAGEMENT

Tally ERP

SAP FICO R3

PURCHASE ORDER

SALES

MS OFFICE

DOCUMENTATION

INVENTORY ORGANISATION

CUSTOMER SERVICE

HR AND PAYROLL

DRIVING LICENSE DETAILS

Holding a Valid UAE Driving License

Issue date - 18/09/2021

Place of issue - Dubai

VISA & PASSPORT DETAILS

Visit Visa (Expires Aug 25,2022)

Passport No - P7462420 (Expires Feb 28,2027)

Nationality - Indian

ORGANIZATIONS

DHL Global Forwarding (07/2019 - 03/2020)

Internship in Air cargo Operations

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Arabic

Professional Working Proficiency

Malayalam

Native or Bilingual Proficiency

INTERESTS

INVOICE

E COMMERCE

LOGISTICS & SUPPLY CHAIN

PROCUREMENT

FINANCE AND ACCOUNTS

SALES

CUSTOMER SEVICE

MERCHENDISING