

Mohamed Nasurudeen

Accounts Assistant | Administration | Store Keeper

GCC Experience: 4 Years and India Experience: 4 Years

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TARGET JOBS

Administration

Store Keeper

Account Assistant

EDUCATION

Bachelor of Commerce

2009 - 2012

PRIST University, Thanjavur

High School

2007-2009

Tansri Ubaidullah Matric
School, Thanjavur

Technical Qualification

Certification in Tally ERP 9
(Accounting Software)

PROFICIENCY

Microsoft excel

Microsoft Power Point

Microsoft Word

Accounts Payable & Receivable

OBJECTIVE

As an Store Assistant & Administration professional I aspire to work in highly challenging business requiring high attentiveness. Further, I desire to lead goal-oriented teams to accomplish the tasks and objectives as laid and designed for the growth and expansion of the organization.

ORGANIZATION EXPERIENCE:

Store Assistant and Cashier

Shaik Multicuisine Restaurant - India

March - 2018 to September - 2021

Duties and Responsibilities:

- Receive and forward all types of goods and deliveries in and out of the restaurant to the correct point of storage area.
- To send report on daily bases of cash and revenue statement.
- Assist the Accounts Payable Clerk / payable assistant in finding out any cost discrepancies.
- Works in close co-operation with all Departments Heads and keeps control over items in stock.
- Work closely with Purchasing to order and receive items and equipment.
- Responsible for storage of both food & beverage and operational stock.
- Responsible for the day to day check on the storage facilities of upkeep and hygiene.

Warehouse Assistant

Sun and Sand Sports - Dubai

May 2013 - Dec2017.

Duties and Responsibilities:

- Responsible for receiving incoming shipments of inventory.
- Coordinated transfers of materials between several warehouses.
- Store items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas.
- Responsible for keeping orders separate and organized within warehouse.
- Lead warehouse team in unloading and organizing shipments.
- Received shipments and stored goods in warehouse.
- Engaged in Receiving, Transporting, Stocking, Order filling, Shipping and maintaining stock records in warehouse.
- Using handheld to scan items then packing them for shipment.

Language Known:

English

Tamil

Hindi

Malayalam

HOBBIES

Cricket

Volunteer work

Listening Music

Reading Novels

Travelling

Cooking

Accounts & Admin Assistant
Alagarsamy Audit Firm - India.
April 2012 - May 2013.

Duties and Responsibilities:

- Organize and maintain personnel records
- Update internal databases (e.g. record sick or maternity leave)
- Arrange travel accommodations and process expense forms
- Audited employee hours to create the payroll.
- Verifying and posting details of financial transaction.
- Posting of Entries, Follow-up outstanding customer accounts.
- Computer Data Entry, Hard-copy document filing, faxing and copying, mail & fax distribution and invoicing.
- Prepare Profit & Loss Account Balance Sheet Statement Of Income For Income Tax Purpose.

Personal Information**INTER PERSONALSKILLS**

Self-confidence & Self-Drive

Good Team Player

Fast and Efficient Learner

Good Team Player

Reliable and responsible

Name

MOHAMED NASURUDEEN.J

Date of Birth

July 13, 1991

Nationality

Indian

Marital Status

Married

Present Location

Tamil Nadu, India

Passport No

J8404606

Availability Status

Immediate

Visa Status

Visit Visa Until Date (09-01-2022)

Reference

Reference will be furnished on demand