



# MOHD SHAHID



## CONTACT

@ ms7565096@gmail.com

0544746703

Bur Dubai near Sharaf DG metro station



## OBJECTIVE

To give my best in my work and help the organisation grow and there by grow with the organisation



## EXPERIENCE

### CITY CLOTH HOUSE Lucknow India

5 January, 2016 - Till-26 August, 2017

As a Counter Sales

### M.H. KHAMBATY & CO. (CHARTERED ACCOUNTANTS) Mumbai India

13 December, 2018 - Till November, 2021

Account executive

Responsible for performing a wide range of general clerical and accounting support functions.

### INDUSTRIAL SUPPLIES Co.L.L.C (INSCO FASTENERS ) Oman

January 2022 - Till March, 2023

Store logistics officer (Store keeper)

Insko fasteners L.L.C was founded in 1988,

on of the largest Integrated Fasteners Hamer union, flange,stud, Bolt & Nuts, components manufacturers in Oman.It has, Leading global manufacturer stockholders,

And distributor of petrochemical grade, Bolting and special fasteners for Oil,Gas, And Petrochemical for Industries.

### SKY JET TRAVEL & TOURISM L.L.C (UAE)

4May, 2023 -

Staff Accountant

Record both purchase and sale transactions in an accounting system

Maintain and update accounting records and files.

dealing with customer queries and complaints

Handling daily petty cash Book

Collect Deposits And Balances

Contributes to agency efforts by accomplishing related tasks as needed

Keep learning about latest industry trends



## EDUCATION

### HANFI IC RASULABAD\_CP SHAHUJI NAGAR (U.P.) India

2013

SSC

### HAJI MOHD HANIF M IC LOLEYPUR SULTANPUR (U.P.) India

2015

HSC

### GANPAT SAHAI P.G COLLEGE SULTANPUR (U.P)India

2018

B.com



## SKILLS

- Communication skills, Flexibility and Adaptability, Quick learner
- Tally Erp9, Ms office,
- Data entry
- Accounting
- Advance excel
- Maintain all Accounting voucher entry.
- Maintain day to day Accounts & reporting to the senior management
- Maintain Bank Reconciliation and Reconciliation of Debtors & Creditors.
- Teamwork
- Active learning
- Time management.
- Handling of entire Stores & dispatch function and heading the department.
- Arranging material as per requirement, Preservation, Proper tagging of new Received materials and updating location In system.
- Routine Physical Inventory count and, Maintaining Min- Max level of stock.
- Maintaining 0% breakdown due Unavailability of stock.
- Knowledge of proper inventory Management.
- Taking inventory of good's in warehouse
- Exercise general control over all activities In Stores department.
- Visual inspection, Quantity and quality Check with department personal.
- Inventory control including defining slow, And non moving items.
- Maintaining box files and soft file folders, Reports etc for proper & accurate records.



## INTERESTS



- Playing Badminton in my free time
- Learning languages
- Yoga



## MY CUSTOM SECTION



- Date of Birth : 10/07/1998
- Marital Status : Single
- Nationality. : Indian
- salary. : Negotiable
- Passport. : R7784020
- Visa status. : freelancer Visa
- Expiry Date : 29/09/2025

- Recepits and Issues of materials like Steel ,Iron Rod etc for production activities.



## LANGUAGES

Hindi English Urdu

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