

SHOBITH M

Masters degree in International Business with expertise in Logistics & Supply Chain Management, Export Import Documentation as well as other Administrative work - seeking position in Finance, Accounts, Procurement, Logistics, Supply Chain, Shipping or Freight Forwarding department - Open to work in all sectors.



GET IN TOUCH

📍 Dubai | United Arab Emirates

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EXPERIENCE

 **EKRUP FINANCIAL SERVICES | INDIA**
INTERN | 2019

KEY LEARNINGS/OBJECTIVES

- Assist with research, filing, data entry, and recording and maintaining accurate and complete financial records.
- Prepare financial reports, such as balance sheets and income statements, invoices, and other documents.
- Work with bookkeeping software.
- Assist in the posting of daily journal entries.
- Help with preparation of the periodical financial reports.
- Assist in the reconciliation of account receivables and payables, banks, bill payments or inventories.
- Help with the forecasting and budgeting to manage expenses.
- Apply auditing technique to help review the performance of certain business units.
- Document the processes and key controls used during the auditing process.
- Report the finding and present them to the management.
- Develop possible recommendation to deal with the findings.
- Collect operational and market data for financial analysis.
- Compare financial data with forecasts and plans to determine current financial condition.
- Identify trends and variances from the data.
- Deliver a unique recommendation to ensure cost and operational efficiency.
- Compile a comprehensive report of results and recommendation to be proposed to the management.

KEY DELIVERABLES

- Verify, allocate, post and reconcile accounts payable and receivable.
- Produce error-free accounting reports and present their results.
- Analyze financial information and summarize financial status.
- Prepare financial statements and produce budget according to schedule.
- Assist with tax audits and tax returns.
- Support month-end and year-end close process.
- Enhance smooth Import, Export Operations.
- Managing customs Import & Export bills related documentation.
- Liaison with Customs & Port Authorities.
- Co-ordinate with carriers and shipping agents, transporters, shipper & consignee for effective deliveries and collection.
- Organize appropriate transportation for inbound and outbound shipments coordinate multi point loading and monitor the movements.
- Address customer feedback on shipment status, and maintain a cordial relationship to build future business.
- Minimize operational costs, optimize efficiency, increase operations profitability.

EXPERTISE IN

3PL/SUPPLY CHAIN MANAGEMENT

INVENTORY MANAGEMENT

FREIGHT FORWARDING

NEGOTIATIONS

EXPORT IMPORT DOCUMENTATION

KEY ACCOUNT MANAGEMENT

WAREHOUSE ADMINISTRATION

FLEET MANAGEMENT

TEAM MANAGEMENT

OFFICE ADMINISTRATION

ADVANCED MS OFFICE

EDUCATION

2020 – MCOM - International Business

2018 – BCOM - International Business

Bharathiar University | India.

CERTIFICATIONS

- The complete Financial analyst course 2021
- Value Added Tax (UAE)
- Tally ERP with GST Basic to advance
- SAP for beginners

PERSONAL INFO

Nationality: Indian

DOB: 06 July 1996

Gender: Male

Civil Status: Single

Languages: English | Hindi | Tamil
Malayalam | German

Visa Status: Visit visa till Feb'22

REFERENCES

Available on request.