



SHAJID KOYAMPURATH
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Address: Abu Dhabi, U.A.E.

OBJECTIVE

Experienced Finance/Logistic Operation Executive with over 5+ years of experience in providing excellent customer service, handling daily accounts and maintaining inventory. Aiming to use my knowledge and expertise to effectively fill the managerial role in your organization.

CORE SKILLS

- Monitoring and Maintaining Stock Status.
- Sales Order Creation
- Return process (return Sales order/return delivery/credit note)
- Controlling Warehouse Management System(WMS)
- Goal Oriented
- Advanced IT skills
- MS Office, SAP/WMS, SAGE Tally

EDUCATION

M.B.A. / FINANCE

DSEC Engineering College,
Chennai, India, 2013

B. Com / ACCOUNTING

MG College,
Kerala, India 2010

PROFESSIONAL EXPERIENCE

INVENTORY CONTROLLER (Logistics Service Division)

MODERN PHARMACEUTICAL (MPC), Abu Dhabi (JUNE 2020 –PRESENT)

- To contribute to the success of the team and the organization in achieving the vision, mission of Division (Supply Chain) and ensuring established procedures and standards are met.
- Handling warehouse activities, Maintaining Stock Status and preparing GRN.
- Reconciliation of inventories between SAP and Physical.
- Preparing inventory and generation of monthly report.
- Receiving Institution LPO's and accordingly preparation of Delivery Note, SAP Invoices and Manual Invoice.
- Maintaining and updating database for the sales order distributed and delivered to clients in the assigned territories to effectively track and keep a consolidated and historical service record.
- Processing all required SAP transactions in timely manner.
- Documentation transactions as well as processing of all the required computer transactions in timely manner.
- Efficient and effective communication and feedback channels with colleagues.
- Batch Management.

CASHIER/FINANCE EXECUTIVE

1) NATION HOSPITAL, ABU DHABI, U.A.E. (December 2018 – April 2020).

2) MEDEOR 24X7 HOSPITAL, ABUDHABI, U.A.E. (AUG 2015-DEC-18)

- Dealing with daily transaction for petty cash and ensure that reconciliation is completed on a weekly basis.
- Post bills in HIS (Hospital Information System) system.
- Verify all cancelled bills in HIS system.
- Assist in preparation of the cancelled bill report on a monthly basis.
- Verify and reconcile all cash and credit collection.
- Coordinating with the Insurance Company for the approvals when required
- Ensured adherence to all the standard operation procedure of Pharmacy.

PERSONAL DETAILS:

Date Of. Birth: 18/10/1989

Sex : Male

Nationality: Indian

Pass port no: T 8253472

Marital Status: Married

Driving License:

Valid UAE License

ACCOUNTS ASSISTANT

**3) P.V. AGENCIES PVT.LTD (NESTLE PRODUCTS),
KERALA, INDIA. (SEPT 2013-AUG 2015)**

- Review and process routine accounting datafor revenue and expenditures.
- Ensure accuracy, completeness and compliance with corporate requirements.
- Analyze, reconcile, balance and maintain accounting records.
- Research processing problems.
- Contact units for vendors to resolve problems and expedite payment.
- Respond to queries by telephone or in writing.
- Review purchasing, petty cash and personal claims.
- Process complex invoices for payment.
- Maintain listing of accounts payables.
- Maintain the general ledger.
- Print and distribute monthly financial reports.
- Perform miscellaneous job-related duties as assigned

SKILLS:

- Able to work under pressure and strength in creative problem solving
- Effectively works in collaboration with others
- Ability to learn and adopt new methods and procedures quickly
- Good knowledge in accounting
- Best knowledge in customer service tactics
- Fluent (write, read & speak) in English, Hindi, Tamil and Malayalam
- Advanced skill in computer
- Ability to work on deadlines
- Enthusiasm, dedication and responsibility

COMPUTER KNOWLEDGE:

REFERENCES AVAILABLE UPON REQUEST.

G-Operator	: Windows, M.S. Office, Internet & E-Mail.
Practical Accounting	: Manual &Computerized, Indian & Foreign Accounting.
Software	: SAP, SAGE, Tally etc.