



M. SYED AHMED KABIR

Muweileh Commercial-Sharjah-U.A.E
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OBJECTIVE

Secure a responsible position in account management and serve as an account representative sharing my breadth of experience and abilities effecting mutual employee and employer growth and success.

EXPERIENCE

Jul-2019
- Present

- **Procurement, Junior Accountant & Admin Support**

Gulf Moon Tr. Llc - Sharjah- UAE

Procurement Responsibilities

- Preparing Purchase order,
- Estimate and Establish Budgets for Purchase
- Negotiate Pricing and credit terms to suppliers
- Ensure the products and supplies quality standards
- Ensure delivery on time.
- Finding Low stock and Reorder.

Junior Accountant Responsibilities

- Prepare Daily Invoices
- Maintaining Accounts Receivable and Accounts Payable,
- Maintaining Bank Reconciliation (BRS),
- Accounting All the Daily Expenses,
- Preparing Payroll Records as Assigned,
- Maintain Daily Petty Cash,
- Clear Customer Queries about Accounting Statements and Invoices,
- Assist Senior Accounts in the preparation of Monthly & Yearly Closing,
- Performs Physical Inventory of warehouse.

Admin Responsibility

- Manage Company Databases
- Provide Support to Clients and Employees
- Manage Important and Confidential Documents
- Control and Organize office Supplies stock.

Mar-2018
- Jul-
2019

- **Head Cashier**

Lou Lou'a Beach Resort - Sharjah - UAE

- Customer Relationships,
- Check in and check out process,
- Accounts Receivable
- Maintain Petty cash
- Dealing Multiple Currency -AED,USD, EUR, INR,SAR,KWD Ect ,

Jan-2016
- Jul-
2017

- **Process Executive**

Medrona Buling Services Pvt Ltd., TamilNadu - India

- Allocate Patient insurance Details,

- Feed treatment details in Software,
- Report issues and rectify problems,
- Train new Employee's
- Leading Team - In my team we have 12 people.

EDUCATION

- | | |
|------|---|
| 2015 | • Bachelor Of Commerce Bharadhidhasan University |
| 2012 | • Higher Secondary School Govt., Hr., Sec., School- Valangaiman |
| 2010 | • S.S.L.C Govt., Hr., Sec., School- Valangaiman |
| 2013 | • P.G.D.CA -Post Graduate Diploma in Computer Applications Star Computers Llс |
| 2009 | • D.C.T -Deploma In Computer Teaching. Milton Computers Llс |

SKILLS

Team Work

100%

Time Management - Quick Learning

100%

Good Communication

80%

Type Writing-English

100%

MS-Office, Zoho, Tally

80%

Leadership

100%

INTERESTS

- Playing Cricket
- Playing Volleyball
- Traval

LANGUAGES

- Tamil
- English
- Malayalam
- Hindi*

PERSONAL DETAILS

- Date of Birth : 24/07/1995
- Marital Status : Single
- Nationality : Indian

ADDITIONAL INFORMATION

Visa Status- Employment Visa
Notice Period - 30Days