



Mehthab Muhamed

Contact

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Personal Profile

DOB : 7th Oct 1994

Sex : Male

Nationality : Indian

Religion : Islam

Marital Status : Single

Passport No : L4837208

Language proficiency

English

Malayalam

Hindi

Reference

Available upon
Request

Career Goal

To work for a growing company that will provide me with the possibility of growing with in it and will allow the development of many abilities and skills in favor of the company's mission and environment

Education

- ★ Bachelor of commerce 2017 mangalore university india
- ★ Board of higher secondary 2014 M M jubilee parappil Calicut, India
- ★ Secondary school leaving certificate 2011

Core skill

- ★ Good communication
- ★ Problem solving skill
- ★ Attention to details
- ★ Hard working
- ★ M/S excel Tally
- ★ Able to work under pressure

Work experience

- ★ **Accounts Assistants/sales co-ordinator/ware house in charge April 2019 to May 2021 Basix Cosmetics Trading LLC-UAE&OMAN**
- ★ **Account Assistant March 2017 November 2018 Veyeemar & co chartered account India**
- ★ Managing stock inventory and recording to minimum quantity level as per lead time
- ★ Stock then material proper manner in appropriate location code number wise & category wise
- ★ Ensure the proper & timely booking all suppliers payment,employees expenses
- ★ Monitor accounts aging to ensure payments are up to date
- ★ Keep safety measure always
- ★ Incorporate monthly Petty cash transaction and submitting reports to head office
- ★ Ensure the confidentiality and security of all financial files
- ★ Preparing customer invoices
- ★ Follow up collection of the payment from the customer according to the terms and conditions
- ★ Communicative with Bank and other instructions for smooth functioning of business