



## MAHAMMED IRSHAD

Mobile: 971 0563863182 e-mail: mohdirsha6282@gmail.com

Accounts executive/Data Entry Operator with 2 plus years of diversified and progressive experience Q Baby Complete Baby Store.

### ACADEMIC QUALIFICATION

Graduated in Finance Bachelor of Commerce-2015  
Mangalore University, Mangalore, India

### PROFESSIONAL EXPERIENCE

#### **MERCHANDISER, WJ Towell & Co LLC Dubai, UAE.**

DUBAI, UAE | 2018 July - Present

- Displaying the products in high level in order to get customers attention.
- Helping customers with any queries they have.
- Making block displays and extra space.
- Visiting market buyer to get the order form for local orders.
- Collecting the pending cheques and submitting in office.
- Convincing the market supervisors for good space and bulk orders.
- Removing and returning the near expiry and damaged products from shelves to warehouse.
- Following the company's planogram.
- Collaborating with suppliers, manufacturers, and stores to ensure proper execution of plans.
- Managing layout plans of store and maintain inventory of products.
- Gathering information on market trends and customers' reactions to products.
- Communicate with customers to assess and satisfy their needs, and meet or exceed their expectations.
- Providing excellent shopping environment to customers and generating maximum business results.

#### **Accounts Executive/Data entry operator**

Q-BABY - (April 2016 - 2018).

- Vendor payment settlements and reconciliation.
- Generating payments to suppliers as per cash flow.
- Attending to vendor queries for payment status and solving any related issues.
- Liaising with bankers.
- Purchase Invoice, Journal Voucher & Payment Voucher verification.
- Petty Cash Management.
- Assisting in monthly closing work and final account reports preparation.
- Handling receivables.
- Operations (Bank accounts and corporate cards).
- Assisting final accounting report preparation.
- Bank reconciliation.
- Preparing and sorting documents for data entry
- Responding to information requests from authorized members.

### IT SKILLS

- Well versed with ERP
- Knowledge in Accounting Packages - Tally
- Well versed with MS Office Applications - Excel, Word and Power Point

### PERSONAL

Nationality Indian  
Born July 27, 1994  
Marital Status Single  
Languages English, Hindi & Malayalam, kannada  
Address DEIRA DUBAI  
UAE ID 784-1994-2625181-7

### REFERENCE

Available upon request

