



# MUHAMMAD IMRAN ABDULLAH

## ACCOUNTS ASSISTANT

### CONTACT



+971551341228

IMRU2177@GMAIL.COM

JLT,DUBAI

05/05/1998



### EDUCATION

#### MANIPAL UNIVERSITY JAIPUR

- BACHELOR OF BUSINESS ADMINISTRATION
- 2020-PRESENT

#### UNIVERSITY OF PETROLEUM AND ENERGY STUDIES

- LOGISTICS & SUPPLY CHAIN MANAGEMENT
- GPA-4
- 2019-2020

#### UNIVERSITY OF DUBAI

- DISTRIBUTION & LOGISTICS MANAGEMENT
- 2019-2020

#### HIGHER SECONDARY EDUCATION

- GREENWOODS PUBLIC SCHOOL
- COMMERCE STREAM

### SKILLS

- ANALYTICAL SKILLS
- MULTITASKING ABILITY
- COMMUNICATION SKILLS
- QUICK FOLLOW THROUGH

### LANGUAGES

- ARABIC
- ENGLISH
- HINDI

### PROFILE

PROFICIENT IN RAISING, SENDING AND PAYING INVOICES, RECONCILING COMPANY ACCOUNTS AND CHASING LATE PAYMENTS. THEY ALSO ASSIST WITH BASIC ADMINISTRATION TASKS AND SHOULD BE ON HAND TO ANSWER ANY QUERIES RAISED BY STAFF OR EXTERNAL CLIENTS OR PROVIDERS.

### WORK EXPERIENCE

#### ACCOUNTS ASSISTANT CUM STORE EXECUTIVE

##### BIG VALUE GROUP-UAE

##### AUG/2020-PRESENT

- IN CHARGE OF OVERALL STORE OPERATIONS
- ENSURED CASH WAS MANAGED EFFICIENTLY
- ASSIST CUSTOMERS IN ALL ASPECTS OF STORE SERVICE
- MANAGE WEEKLY INVENTORY

#### ADMINISTRATIVE ASSISTANT

##### EAST OASIS REAL ESTATE-JLT,UAE

##### JAN 2020-AUG 2020

- HANDLING E- MAIL& RECEIVING PENDING PAYMENTS
- DATA ENTRY & CLERICAL SUPPORTS
- PREPARE QUOTATIONS
- HANDLING CUSTOMERS,OWNERS,TENANTS
- POSTING AD THROUGH PROPERTY APP

#### LOGISTICS EXECUTIVE

##### GEORGE FORWARDERS LIMITED|KOCHI,KERALA,INDIA

##### FEB/2019 -JAN/2020

- CLERICAL SUPPORT
- FILES BOTH HARD COPY & ELECTRONIC DOCUMENTS
- MAINTAIN DEPARTMENT RECORDS



### CERTIFICATIONS

- MICROSOFT OFFICE SPECIALIST (MOS) CERTIFICATIONS
- MATERIAL MANAGEMENT (SAP)
- GOOGLE UNLOCKED DIGITAL MARKETING CERTIFICATIONS
- IELTS-SCORE(6.0)
- IPOS ERP CERTIFICATIONS

### REFERENCE

MR.NOUSHAD KH  
OPERATIONAL MANAGER  
BIG VALUE GROUP  
+971 54 455 5338



MRS.REETHU  
ACADEMIC CO-ORDINATOR  
SCM HUB  
REETHU@SCMHUBONLINE.COM