

MOHAMMED SHAROOK ALI

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Objective

To Achieve high career growth through a continuous process of learning for achieving goal & keeping myself dynamic in the changing scenario to become a successful professional, a job that gives me opportunities to learn, innovate and enhance my skills and strengths.

Experience

Supervisor & Accountant

Global Associates, Kerala, India

June 2020 to Dec 2021

- Processing transactions, issuing checks, and updating ledgers, budgets, etc.
- Maintaining daily statement of accounts, accounts receivables and payables, following up client statements
- Post and process journal entries to ensure all business transactions are recorded.
- Providing support to the Accounting Department.
- Establish operation strategy in a team for improving productivity
- Handling and coordination of logistics with the sales team
- Managed 20 employees involved in the production, packing, and shipping of customer orders
- Recruited, hired, and trained new unskilled employees
- Creating a weekly schedule for maintenance and cleaning.
- Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.

Assistant Accounts & Supervisor

Mehboob Fuel, Kasaragod, Kerala, India

Oct 2019 to May 2020

- Recording and reporting of accounting statement
- Ensure great customer service at all levels.
- Update accounts receivable and issue invoices
- Directly responsible for the Hiring, training and scheduling of employees
- Giving instructions or orders to subordinate employees.
- Ensuring that the work environment is safe, secure and healthy.
- Update accounts payable and perform reconciliations
- Assist with reviewing of expenses, payroll records etc. as assigned
- Update financial data in databases to ensure that information will be accurate and immediately available when needed

Education

Bachelor of Commerce | Mangalore, University
2019

Higher Secondary Education | Govt. College, Kerala, India
2016

SSLC | Govt. College, Kerala, India
2014

Skills

Computer Skills

- MS Word
- MS Excel
- MS PowerPoint
- Social Media Marketing
- GCC VAT from Computer Centre (Sept 2018)
- Event Management

Personal
Details

Full Name	: Mohammed Sharook Ali			
Gender	: Male			
Date of Birth	: 04-05-1998			
Nationality	: Indian			
Passport Number	: P9851442			
Marital Status	: Unmarried			
Languages Known	Languages	Read	Write	Speak
	English	✓	✓	✓
	Hindi	✓	✓	✓
	Malayalam	✓	✓	✓
	Arabic	✓	✓	
	Kannada			✓
Availability	: Can Join Immediately			