

## CURRICULUM VITAE

**MUHAMMED NISAMUDHEEN**

**Mob: 00971-564645253**

**Email: [hazrathnizam12323@gmail.com](mailto:hazrathnizam12323@gmail.com)**

**Abu Dhabi, U.A.E**



### SUMMARY

To secure a position with a well-established organization with a stable environment that will lead to a lasting relationship in the field of Accounting & Store management. To work in a professionally managed, challenging environment, which gives greater opportunities to achieve high standards of performance and encourages new learning.

### AREAS OF EXPERTISE

◆Store Management ◆Packaging ◆Inventory Control ◆Computer Proficiency ◆Communication Skills  
◆Materials Management ◆Documentation ◆Leadership ◆Customer Relationships ◆Product-  
Information ◆Strategic Placing ◆Store Reporting ◆Maintenance ◆Data Keeping ◆Inventory  
Checking ◆Quick Learner ◆Problem Solving

### WORK EXPERIENCE

**Lulu Group International**

**Position: Storekeeper**

**Period: Nov 2020 – till date**



#### **Job Responsibilities:**

- Responsible for the efficient operation of receiving areas, supply storerooms, warehouses, and stock issue stations in accordance with applicable supply procedures and verbal instructions.
- Ensure the correctness in the quality, quantity, specifications, condition of the materials received from vendors.
- Maintain receipts, records, and withdrawals of the stockroom. Receive, unload, and shelf supplies.
- Sets up and maintains efficient storage and supply areas as assigned.
- Ensure proper stocking of materials by using appropriate method of care and preservation to avoid any damage and loss.
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.
- Ensure accurate accounting of the materials received and issued. Pass the bills of the materials received from vendor and send it to Accounts department for payment.
- Issue materials to departments as per the schedule.
- Act for disposal of scraps materials as per the procedure.
- Ensure that the store is always maintained up to date in all respects in a presentable condition.

**Employer: Ayyar & Cherian Associate – Kerala, INDIA**

**Position: Accountant**

**Period of Employment: Dec 2018 to Dec 2019**

#### **Job Responsibilities:**

- Account Payable Reconciliation.
- Account Receivable Reconciliation.

- Proficient with computer software programs to keep track of important information.
- Bank Reconciliation.
- Cash & Credit Card reconciliation.
- Handling Petty cash and passing petty expense entries.
- Staffs Payroll Processing.
- Prepare journal and ledger accounts for assisting chief accountant.
- Passing Closing entries like prepayments and depreciation.
- Preparing Supplier Payments.
- Posting Sales and Purchase entry.
- Posting contra entries.

## ACADEMIC ACHIEVEMENTS

Bachelor of Commerce	: Calicut University, Kerala, India – 2016
Higher Secondary	: Board of Higher Secondary, Kerala, India – 2013
High School	: Board of Higher Secondary, Kerala, India – 2011

## TECHNICAL QUALIFICATIONS

- Professional Diploma in Indian & Foreign Accounting, SAP
- Microsoft Excel, Microsoft Word, PowerPoint, Internet proficient.
- Tally ERP
- Peach Tree
- Quick Book

## LANGUAGES ABILITY

• English	: Speaking, Reading, and Writing
• Hindi	: Speaking, Reading, and Writing
• Malayalam	: Speaking, Reading and Writing
• Arabic	: Reading, and Writing

## PERSONAL INFORMATION

Nationality	:	Indian
Visa Status	:	Employment Visa
Marital Status	:	Single
Date of Birth	:	14-Nov-1995

## DECLARATION

I hereby declare that the above-mentioned details are true to the best of my knowledge and belief.

## REFERENCES

Will be furnished upon request.