



## MOHAMED HASHIM

### EXPERIENCE

- **NEW MEDICAL CENTER TRADING (DUBAI)**  
2018 - 2020  
STORE OFFICER/DOCUMENT CONTROLLER
- **NEW MEDICAL CENTER TRADING (DUBAI)**  
2013 - 2018  
HR ASSISTANT /CLERK/POD IN CHARGE
- **NEW MEDICAL CENTER TRADING (DUBAI)**  
2010 - 2013  
OFFICE ASSISTANT
- **SYSTECH COMPUTERS (TRISSUR)**  
2008 - 2010  
OFFICE ASSISTANT
- **GOVERNMENT HEALTH CARD DISTRIBUTION**  
2007 - 2008  
HEALTH CARD EXECUTIVE

### COMPUTER SKILLS

- Windows Operating system
- Microsoft Office

### EDUCATION

- VOCATIONAL HIGHER SECONDARY EDUCATION (CIVIL)

### KEY DUTIES

- Inspect all documents of the department  
Communicate with upper management for the requirements.  
Confirms that the delivered goods match purchase order quantity VS actual received.  
Prepare accurate reports for upper management (stock, invoices, staff records... Etc  
Assisting Transport department for vehicles maintenance and card renewals.  
Assisting payroll /Hr department  
  
Responsibility of customer credit and cash invoices.  
Cash collections and handover to accounts department.  
Checking control lists VS invoices (Carrefour, union cop.. Etc)  
Scan and save soft copies of the customer invoices.  
Create and maintain filing systems. Both electronic and physical.  
Communicate with delivery, merchandise and sales team.  
Checking mails, collecting lpo's and coordinate with sales team.

### CONTACT

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- 📍 Abu dhabi

### SKILLS

- Office management
- Document management
- Data entry
- Inventory management
- Archiving
- Customer service

### LANGUAGE

- English (can speak, read and write)
- Hindi (can speak, read and write)
- Arabic (can read and write)
- Malayalam (can speak, read and write)

