



A. MOHAMED ISMAIL

CURRICULUM VITAE

PROFILE

To secure a position in a challenging environment to contribute, to the team in an efficient manner for the development of The Organisation.

CONTACT

Date of Birth: 31 MAY 1977

Sex: Male

Nationality: Indian

Marital Status: Married

Languages: Tamil, English, Hindi,
Malay

Passport No: Z4987292

Place of Issue: Brunei Darussalam

Date of Issue: 09 May 2018

Date of Expiry: 08 May 2028

Visa Status: Visit

Contact: 050-2037597

+91 7708351048

Email: isma009@gmail.com

cscismail@gmail.com

EDUCATION

B.B.A (Bachelor of Business Administration)
Bharathidasan University
Trichirapalli, India. Year 1995–1998

PROFESSIONAL EDUCATION

A-CAD CENTRE
Computer Training Centre
Nagapattinam
Tamilnadu-India

Career Summary: work style

Ability to identify and prioritize tasks. Achieve goals and objectives in stipulated time and within budget limits. Ability to inculcate and blend with work culture, principles and practices.

PROFESSIONAL EXPERIENCE

STORE ADMINISTRATOR CUM ACCOUNTANT

TVS LOGISTICS PVT LTD-NAGAPATTINAM | Nov 1999–Sep 2008

TVS logistics leading parcel and courier service in tamilnadu was engaged in the field of delivery the materials, goods and services.

- They have one warehouse in and 30 people were working, my job profile is to control the inventories of goods (i.e. from our Delivery through all over state to state and domestic delivery).
- Arranging the vehicles for delivery of the materials time to time to showroom and to direct parties. And arranging the materials and preparing documents for delivery.
- Dealing with retire documents from bank
- Concerned with accounts department regarding data entries, contacting debtors and creditors, making invoices, purchase orders, checking supplier bills and data entry of account journals.

Sales Representative cum Cashier

SYKT MOHD NIRWAN BRUNEI DARUSSALAM.

Dec 2012 - Aug 2017 -

- A cashier is responsible for ensuring all the products and goods sold are well recorded and paid for as well as answering customer inquiries and recommending products. They also help the other sales team when needed and process payment for all goods bought.
- Making GST Invoice, delivery note and cash bill for Direct sales.
- Barcode scanning, POS System handling, Maintain Debit/credit card sales, Record keeping, Filling etc..

SKILLS

Operating Systems

- Windows XP, 7 & 10

Office Tools

- MS Office 2007, 2010 & 360

Accounting Packages

- Tally 7.2 & 9.0

Designing

- Photoshop & PageMaker

ERP

- SAP Inventory Management

KEY AREA STRENGTH

- Record Keeping.
- Inventory Control.
- Warehouse.
- Store Keeping.
- Inventory Management.
- Book Keeping.
- Data Entry.
- Petty cash maintenance

Permanent Address:-

A.MOHAMED ISMAIL,
47 A -METUPALAYAM ,
THIRUVARUR-610001
THIRUVARUR DIST,
TAMILNADU-INDIA.
UAE: +971 502037597
INDIA : +91 7708351048

STORE KEEPER CUM INVENTORY CLERK

SUNTAI ENTERPRISES BRUNEI DARUSSALAM-OCT2017-MAR2019

- Receiving and delivery materials, stock control, inventory management and Petty cash maintenance.
- Keep a record of sales and restock the store accordingly. Manage and train store staff. Plan promotional campaigns for new products or specials. Ensure that the store is kept clean and organized. Mediate any confrontations between staff and Clients, and de-escalate the situation
- Concerned with accounts department regarding data entries, contacting debtors and creditors, making invoices, purchase orders, checking supplier bills and data entry of account journals.

STORE KEEPER

M/S. Moon Motors Automotive | Thiruvavarur, Tamilnadu India | Jun 2019 – Sep 2021

M/S. Moon Motors is a reputed Sales agency of Hero Motors, India. They were doing Sales of 4 stroke bikes in 80cc, 100cc, 125cc and 150cc, Sales of Automotive spare parts and Service of Two wheelers.

- My job profile is in Receiving and delivery Parts and oil and Tyres.
- Preparing purchase orders, Quotation, Delivery order, Inventory of stock maintenance, and Sales orders.
- Interact with customers on counter sales and achieving the target
- Interact with bank and financial institutions for arrangement of vehicle loan, damage claim and Insurance.
- Receiving and checking the all automotive parts , accessories, Lighting of goods , making LP documentation in domestic market.
- Marketing and Promoting the Automotive accessories and service Parts, Engine oil, Tyre, Batteries Etc... To the customers.
- Coordinate with Service department arranging Vehicle parts.

Declaration:

I hereby declare that all the above mentioned information are correct to the best of my knowledge. I would like to leverage these experiences in your esteemed organization.

Yours Faithfully,

A.MOHAMED ISMAIL