

**Name: MANSOOR G.H.**

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## **CURRICULAM VITAE**

### **CAREER OBJECTIVE**

A highly motivated, 4 **years** experienced BBM graduate with good tally and excel knowledge, interested to work with an organization of repute where I can learn about the most challenging career situations and serve the organization by utilizing my best efforts and strategies.

### **PREVIOUS WORK EXPERIENCE**

#### **GGS GENERAL TRADING LLC**

**ACCOUNTS ADMIN CUM BILLING (JUNE 2020 - PRESENT)**

Jobs & responsibilities:

- Data entry and inventory
- Creating and issuing invoices and delivery note
- Maintaining and updating daily records of issued invoices and stock reports
- Preparing LPO, GRN, quotation and Credit note
- Assisting the accounting department with preparation of financial reports
- Issuing JAFZA entry and gate pass
- Keeps logs and records of warehouse stock, executed order
- Follow up with the salesperson for customer payments and receipts
- Handling petty cash and prepare stock journal
- Report on status of account payable and receivable

#### **ADI INTERNATIONAL (JABEL ALI FZE JAFZA, DUBAI)**

**Working as Store cum Account Assistant (April 2017- MAY 2020)**

Jobs & responsibilities:

- Maintain receipts, records, and withdrawals of the stockroom
- Receive, unload, and shelve supplies
- Data entry, coordination between office and store people.
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
- Inspect deliveries for damage or discrepancies and report those to accounting
- Coordinate the handling of freight, the movement of equipment, and necessary minor repairs

### Technical Skills

- MS-Office (Excel, Word & PowerPoint)
- PC skills (Outlook email, win7)
- Tally ERP 9

### QUALIFICATION SUMMARY

Qualification	College/Institutes	Board/ University	Year	Aggregate
<b>B.B.M</b>	Nehru Memorial Degree College. Sullia.	Mangalore University, Mangalore.		50.38%
<b>P.U.C</b>	Nehru Memorial College. Sullia.	Department of Pre- University Education	2012	66.5%
<b>S.S.L.C</b>	Green View High school, Sullia.	Karnataka Secondary Education Examination Board	2010	58%

### INTER-PERSONALSKILLS

- Eager to learn new things, ready for any challenges and willing to take on extra responsibilities to get work done.
- Ambitious, hard working and committed to excellence.
- Ability to create, develop & maintain a good professional working relationship and goodwill within the organization & promoting a positive corporate image

### PERSONALPROFILE

**NAME :** MANSOOR GH

**D.O.B :** 25/08/1994

**GENDER :** MALE

**LANGUAGE :** ENGLISH,HINDI, MALYALAM , KANNADA

**PASSPORT NO :** N5647667

**VISA STATUS :** EMPLOYMENT

### DECLARATION

I hereby declare that above furnished particulars are true to the best of my knowledge and belief.

Place: DUBAI

**Mansoor G.H**