

# NUVAID AHMED

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Email: nuvaidahmed@gmail.com

Nationality: Indian

Marital Status: Married

Visa Status: Visit Visa

Date of Birth: 04 September 1977

Languages: English, Hindi & Malayalam



**Proactive, dynamic Professional with over 10 years of experience in UAE and recognized for consistent success in maintaining company goals.**

**Excellent command on MS Office, Tally ERP 9 and organized with a positive attitude and the ability for multi-tasking responsibilities with high speed and accurate data entry skills.**

## PROFESSIONAL EXPERIENCE

### ACCOUNTS ASSISTANT

**CHEMEX CHEMICAL & HYGIENE PRODUCTS LLC**

**JUN 2016 – MAR 2020**

**DUBAI, UAE**

#### Key Responsibilities:

- ☐ Handling day-to-day cash transactions; preparing cash receipts and payment vouchers and cheque preparation.
- ☐ Preparing daily sales report; reconcile invoices and identifying discrepancies; creating and updating expense reports and processing reimbursement forms.
- ☐ Preparing bank deposits, entering financial transactions into internal databases; check and verify the database details for accuracy.
- ☐ Maintaining digital and physical financial transactions; issuing invoices to customers.

### ASSISTANT STOREKEEPER CUM DATA ENTRY CLERK

**GLORY HORIZONS TRADING LLC**

**APR 2014 – MAR 2016**

**SHARJAH, UAE**

#### Responsibilities:

- ☐ Prepared goods receipt and delivery notes; prepared stock transfer notes; rotated stock and coordinated the disposal of surplus.
- ☐ Received LPOs and arranged goods with the assistance of warehouse staff; handled petty cash transactions.
- ☐ Maintained receipts, records and withdrawals of the inventory from stockroom; received products and supplies.
- ☐ Performed other stock-related duties such as returning, packing, pricing, and labelling products; inspected deliveries for any damage or discrepancies and updated accounts department for reimbursements and record keeping.
- ☐ Ensured adequate record keeping and managed complete documentation to ensure proper stock levels and maintained inventory control; coordinated freight, managed equipment and arranged necessary repairs.

**PROCUREMENT ASSISTANT  
CHEMEX CHEMICAL & HYGIENE PRODUCTS LLC**

**APR 2011 – APR 2013  
DUBAI, UAE**

**Responsibilities:**

- ☐ Analyzed and placed orders for goods that are running short; received and reviewed quotations from freight forwarders and arranged shipment.
- ☐ Monitored and prepared stock reports of fast moving, slow moving, and non-moving items; supervised and tracked orders and ensured timely delivery.
- ☐ Researched and identified potential suppliers; conducted market research and identified pricing trends.
- ☐ Updated internal database with order details; maintained updated records of invoices and contracts.
- ☐ Evaluated offers from suppliers, vendors and negotiated better price; conducted and prepared cost analysis.
- ☐ Liaised with suppliers as and when required to confirm or modify orders; coordinated with warehouse staff to ensure all products arrive in good condition and properly stored.

**PROFESSIONAL EXPERIENCE**

**STORE KEEPER CUM DATA ENTRY ASSOCIATE  
SEIKEN AUTO SPARE PARTS LLC**

**JUN 2005 – FEB 2010  
DUBAI, UAE**

**Key Responsibilities:** Main duties included preparing goods receipt and delivery notes, performed data entry for import consignments as well as local purchases. Handled petty cash transactions, while checking and verifying inventory and stock items periodically, prepared reports and documents for the management.

**DATA ENTRY ASSOCIATE [TEMP]  
STATE ELECTION COMMISSION [GOVT. OF KERALA]**

**SEP 2004 – DEC 2004  
KERALA, INDIA**

**Key Responsibilities:** Entered the details of new voter applications in the system with utmost accuracy and speed.

**DATA ENTRY ASSOCIATE [TEMP]  
DEPARTMENT OF ECONOMICS & STATISTICS [GOVT. OF KERALA]**

**MAY 2004 – JUL 2004  
KERALA, INDIA**

**Key Responsibilities:** Entered the details of economic survey conducted by Government of Kerala in the system.

**ALMA MATER**

- ☐ **Pre-Degree in Commerce** from *University of Calicut – Kerala, India*
- ☐ **Certified in Office Automation** from *Government Polytechnic College, Kerala, India*
- ☐ **Certified in Civil Draftsman** from *Government Polytechnic College, Kerala, India*

**IT SKILLS**

Tally ERP 9

Microsoft Office

MS Windows

Data Entry