



# MOHAMED SAYIS K

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## OBJECTIVE

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I seek challenging opportunities where I can fully use my skills for the success of the organization.

## EXPERIENCE

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09/2015

-  
\* **BILLING**  
FATHIMA SUPERMARKET Maranchery

09/2016

- \* Check the data input in the accounting system to ensure accuracy of final bill.
- \* Issue customer account statements periodically or whenever necessary.

10/2017

-  
\* **OFFICE ADMINISTRATION**  
R J Electronics, Tirur( Samsung Service center )

01/2019

- \* Coordinate and oversee all office activities
- \* Ensure adherence to relevant company procedures and policies
- \* Oversee the members of the administrative team and coordinate their activities
- \* Make travel arrangements for the senior managers
- \* Handle phone calls and all related correspondence

01/2019

-  
\* **ACCOUNTS ASSISTANT**  
SAJEDHA SUPERMARKET RAS AL KHAIMAH

04/2021

- \* Manage all Accounting transactions.
- \* Take delivery of all incoming materials and reconcile with purchase orders.
- \* Reconcile accounts payable and receivable.
- \* Inspect deliveries for damage or discrepancies report those to accounting for reimbursements and record keeping.
- \* Audit financial transactions and documents.
- \* Monitoring inventory levels and replenishing stock as needed.

4/2022 -

12/2022

• \* **INVENTORY ASSOCIATE**

NESTO SUPERMARKET , EDAPPAL, KERELA

- \* To take daily inventory of the assigned supply, requisitions, and to restock supplies to par levels.
- \*To monitor the usage of the stock, create reports related to utilization, and coordinate with the other departments and recommend changes in inventory
- \*To handle all the activities related to data entry, scheduling, customer service, etc., and perform all the other related duties as well.

01/2023

-  
\* **ACCOUNTANT**  
ORANGEMART SUPERMARKET

CURRENTLY  
WORKING

- \* Manage all Accounting transactions.
- \* Take delivery of all incoming materials and reconcile with purchase orders.
- \* Reconcile accounts payable and receivable.
- \* Inspect deliveries for damage or discrepancies report those to accounting for reimbursements and record keeping.
- \* Audit financial transactions and documents.
- \* Monitoring inventory levels and replenishing stock as needed.

## EDUCATION

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- 2014 • **Bca**  
PRATHIBA COLLEGE, MG UNIVERSITY
- 2011 • **Class 12 th**  
GHHS Edappal  
65 %
- 2009 • **Class 10 th**  
DHHS Edappal  
79 %

## SKILL

\* SAP

60%

\* Accounting

60%

\* MS OFFICE

100%

\* Infoplus

80%

\* Sql, Html

60%

## LANGUAGES

- English
- Hindi
- Malayalam

## PERSONAL DETAILS

- Date of Birth : 26/12/1993
- Marital Status : Married
- Nationality : Indian
- Passport number : M5134027
- Date of expiry : 31/12/2024

## DECLARATION

I hereby declare that all the information given above is true to the best of my knowledge and I bear the responsibility of the above-mentioned particulars.

MOHAMED SAYIS.K