



MOHAMED SAYIS K

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OBJECTIVE

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

EXPERIENCE

09/2015

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09/2016

- *** BILLING**

FATHIMA SUPERMARKET Maranchery

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

10/2017

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01/2019

- *** OFFICE ADMINISTRATION**

R J Electronics, Tirur(Samsung Service center)

- * 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

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04/2021

- *** ACCOUNTS ASSISTANT**

SAJEDHA SUPERMARKET RAS AL KHAIMAH

- * 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

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CURRENTLY
WORKING

- *** ACCOUNTANT**

ORANGEMART SUPERMARKET

- * Manage all Accounting transactions.
- * Take delivery of all incoming materials and reconcile with purchase orders.
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- * 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	<ul style="list-style-type: none">• Bca PRATHIBA COLLEGE, MG UNIVERSITY
2011	<ul style="list-style-type: none">• Class 12 th GHHS Edappal 65 %
2009	<ul style="list-style-type: none">• Class 10 th DHHS Edappal 79 %

SKILL

* SAP	<div><div>60%</div></div>	* Accounting	<div><div>60%</div></div>
* MS OFFICE	<div><div>100%</div></div>	* Infoplus	<div><div>80%</div></div>
* Sql, Html	<div><div>60%</div></div>		

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

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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