



Mohammed Abzainaf P. A

Palathingal, Kumaranellur P. O Wadakanchery Thrissur District
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Objective

Dedicated and experienced accounting professional with proven success managing finances for mid-size commercial organizations. Seeking an opportunity to use my decade of experience to serve the state government.

Experience

- L4 Group (Storekeeper)** 02-02-2023 - Currently work here.
Storekeeper
 - Take delivery of all incoming materials and reconcile with purchase orders
 - Track, document, and resolve any discrepancies on received orders
 - Ensure accuracy of the facility's inventory system by updating records of physical inventory totals, receipts, adjustments, and returns
 - Manage inventory/supplies and ensure they are within the established minimum and maximum levels
 - Keep up-to-date records of receipts, records, and withdrawals from the stockroom
 - Responsible for packing, pricing, labeling, and returning supplies
 - Responsible for stock rotation and coordinate the disposal of surpluses
 - Oversee the handling of freight, the movement of equipment, and minor repairs
 - Manage supplier relations and database as well as maintain high ethical relationships both internally and externally
 - Create purchase orders and utilize purchasing card to perform low-value procurement activities
 - Responsible for shipping cancelled or damaged items back to suppliers as appropriate.
 - Maintains store shelves by observing displays of company products, removing damaged or freshness-dated products, tidying store shelves, and providing optimum display of products.
- Accountant (Royal Foods,Kochi, India)** 01-04-2021 - 08-06-2022
Accounts
Highly analytical, result-driven accountant skilled at working quickly and accurately under tight deadlines. Adept at all functions of accounting, including balancing sheets, processing payments, managing accounts payable and providing executive administrative support.
Dedicated to providing exemplary work and supporting the overall mission of the department and company.
- Royal Hotel and Restaurant,Kochi** 01-10-2015 - 31-01-2020
CASHIER
Assisted shoppers with checking out, returning items, and general questions.
Maintained neat and clutter-free work area around the checkout area in accordance with brand policy.
Processed credit card, debit card, cash, gift card, and store credit transactions.
- U.S Associates (Thrissur,India)** 01-04-2011 - 30-11-2015
SALES & MARKETING
I am an approachable, motivated and confident Sales Executive with the ability to excel sales targets and make a real difference in the organisation's revenue generation. I have expert knowledge of the selling process and I fully recognise the human and emotional aspects of buying and selling. I possess strong social skills that enable me to be a strong relationship builder with clients, colleagues and third-party stakeholders.

Education

- Ravindranath Tagor University** 2021
Bachelor Of Business Administration
6.88 (68.80%)
- Kerala Board** 2013

Plus Two
72%

- M.S. Office

Skills

- Good Communication Skill in English Hindi Malayalam Tamil Speed Computer Typing

Personal Details

- Date of Birth : 31-05-1996
- About My self : I am a punctual and motivated individual who is able to work in a busy environment and produce high standards of work. I am an excellent team worker and am able to take instructions from all levels and build up good working relationships with all colleagues. I am flexible, reliable and possess excellent time keeping skills.
- Contact Number :

Additional Information

- Passport Number : T1849487
- Passport Expire Date : 14-01-2029