



MOHAMMED RAZIK V.R

ACCOUNTANT/ BUYER

OBJECTIVE

Seeking a position in a dynamic organization where I can launch my career and work towards building a strong skill set.



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Al Qusais 1, Dubai, UAE

PERSONAL DETAILS

Date of Birth. :24/06/1997
Marital Status. :Single
Nationality. :Indian
Passport No : P2692844
Visa status. : Visit visa.
Home address : S/O RASHEED VS
VAIPPIPADATH HOUSE
THAKKUVAVA MANZIL
PATHAZHAKKADU,
KODUNGALLUR
THRISSUR, KERALA ,
INDIA - 680668

LANGUAGE

- English
- Hindi
- Tamil
- Malayalam

EDUCATION

MES college, kunnukara
MG UNIVERSITY
2018
B.COM CA

SPRINT EDUCATION COLLEGE
2019
Accounting packages (TALLY , PEACHTREE ,
QUICK BOOK)

MARM GOVT. VHSS Santhipuram
2015
Higher secondary

MARM GOVT. VHSS Santhipuram
2013
SSLC

EXPERIENCE

ASSISTANT BUYER

LULU INTERNATIONAL GROUP (Qatar region)
01-10-2022
20-05-2023

promoted as ASSISTANT BUYER (supermarket) from storekeeper ,
*LPO creation
*STOCK controlling
*Sales comparison
*Negotiations
*Select new product and reviewing old one *Maintain good relationship suppliers
*Ensure the product are delivery on time *Predicting future sale
*Price reduction and discount the products

STOREKEEPER

LULU INTERNATIONAL GROUP (Qatar region)
22-05-2019
30-09-2022

*maintaining receipts
*issuing invoices.
*replenishing stocks.
*doing basic accounting tasks.
*reimbursing customers.
*Managing and training store staff.
*Keeping a record of sales and restocking the store accordingly.

ACCOUNTANT

ALA-PANANGAD SAHIB'S JUMA MASJID
01-04-2018
10-05-2019

*Publish financial statements in time
*Handle monthly, quarterly and annual closings *Reconcile accounts payable and
receivable *Compute taxes and prepare tax returns
*Manage balance sheets and profit/loss statements
(Experienced also handled with different kinds of business areas like school ,
auditorium, charity, shopping complex etc.)

SKILLS

- Relationship Building With Vendors
- Inventory Management
- Material Resources Management
- Quality Control Analysis
- Operations Analysis
- Financial Analysis
- Data Analysis
- Business Administration And
- Management
- Technical skills
- (SAP,Tally ERP.9, Peachtree,Quickbook,
Ms word, Ms Excel, MsPowerPoint.)