



## CONTACT



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DUBAI, UNITED ARAB  
EMIRATES

- Passport No : T2745644
- Nationality : Indian
- D.O.B : 05-04-2001
- Marital Status : Single
- Visa Detail : Residency visa
- Visa Expiry : 28/08/2025

## LANGUAGE

- English
- Tamil

## KEY SKILLS

- Shiplogix.
- Dubai Trade.
- Microsoft Office.

# MAHADIER MOHAMED

## OBJECTIVE

To obtain a position in a reputable organization where I can utilize my accounting knowledge and analytical skills to optimize financial performance and drive business growth.

## WORK EXPERIENCE

Company Name: National Shipping Services L.L.C(Sharaf Group)

Position: Accounts Assistant.

Duration: Aug 2023 - Present

Location: Dubai, United Arab Emirates.

## KEY RESPONSIBILITIES

- In Dubai Trade, create an import and Delivery order.
- Generates export bill of lading.
- Create financial documents such as Performa Invoice, Tax Invoice, LPO, payment & receipts etc.
- Handling accounts receivable and follow ups.
- Reconciled Bank statement versus company books of accounts.
- Accounts Receivable Reco between Cash & Bank transfers.
- Maintain daily financial transactions and receipts.
- Prepare management-specific ad hoc reports as needed like D/O Report, NOC Report, Cash Report, etc.

## EDUCATION

### 2021-2023: Master of Commerce (M. Com)

Madras University,  
Chennai, India.

### 2018-2021: Bachelor of Commerce (B. Com)

Prist University,  
Thanjavur, India.

## SKILLS

- Fast Learner.
- Creativity.
- Teamwork.
- Computer Skills.
- Effective Time Management.

## DECLARATION

I hereby declare that the above written particulars are the true to the best of my knowledge and belief.