



MOHAMMED HUBAID

FINANCIAL ANALYST

Detail-oriented Billing and Stock Entry Specialist with over 2 years of experience in managing invoicing, inventory control, and financial record-keeping. Proficient in utilizing ERP systems and MS Excel for accurate data entry and reporting. Strong analytical skills with a focus on efficiency and accuracy, ensuring timely billing processes and optimal stock management. Proven ability to collaborate with cross-functional teams to streamline operations and enhance customer satisfaction.

PERSONAL DETAILS

Mobile : +971 55 398 2090
Email ID : hubaidhubbi9633@gmail.com

Address : deira, naif UAE
Nationality : Indian
D.O.B : 10/09/2000
Gender : Male
Marital Status : Single

ACADEMIC CREDENTIALS

2018 - 2021 Bachelors of commerce
Mangalore University
2016 - 2018 PUC
Pre-University Education
2015 - 2016 SSLC
Kerala State Board

COMPUTER SKILLS

MS Office (Word, Excel & PowerPoint)
GST
Tally ERP9
Internet surfing
Stock entry

LANGUAGES KNOWN

English
Malayalam
Tamil
Hindi
Kannada

KEY SKILLS

Billing Management	Attention to Detail	Inventory Management
Data Entry	Reconciliation Skills	Financial Reporting
Accounting Software	Customer Service	Accounts Payable/Receivable
Excel Proficiency	Problem Solving	Excellent communication

EXPERIENCES

❖ BILLING AND STOCK ENTRY | 2023 - 2024

CARRY FREE FAMILY HYPERMARKET

- Generate and issue invoices accurately and in a timely manner.
- Verify billing information and ensure all details are correct before processing.
- Record incoming and outgoing stock transactions accurately in the inventory system.
- Input and maintain accurate billing and stock data in relevant software systems.
- Prepare regular reports on billing status and stock levels for management review.

❖ JUNIOR ACCOUNTANT | 2022 - 2023

K.A. BOARDS AND FLUSH DOORS

- Assist in the preparation of financial statements, including balance sheets, income statements, and cash flow statements.
- Maintain and update general ledger accounts and reconcile discrepancies.
- Process accounts payable and receivable transactions, ensuring accurate and timely payments and collections.
- Prepare and submit sales tax returns and assist with audits.
- Assist in monthly closing procedures, including journal entries and account reconciliations.

PERSONAL STRENGTH

- Adaptable to change, Creative and Dedicated
- Positive Attitude and Punctuality
- Eager and willing to learn new things
- Thrive in a challenging and dynamic Environment
- Work efficiently to achieve objectives and goals

DECLARATION

Hereby declare that all the details mentioned above are in accordance with the truth and fact as per the knowledge and hold the responsibility for the correctness of the above-mentioned information.

MOHAMMED HUBAID