

MOHAMMED SHAMEEL.K.

Mail: shameelmohammed121@gmail.com

Location: Dubai

Mobile: +971504230178

Visa status: Employment visa

Joining: Immediately



OBJECTIVE

To make optimum utilization of my knowledge and skills, utilize opportunities effectively for professional growth and to contribute in the best possible way for the betterment of the organization and self.

SYNOPSIS OF EXPERIENCE

- Total 4.5 years of experience
- Involved in operations, management, marketing & sales

ACADEMICS

Qualification	Board/University	year
Bachelor in commerce	Bangalore University	2013-2016
MBA In International Business (in correspondence)	Pondicherry Central University	2017-2019

Work Experience details

July 2022 to till now

Mega Fresh Fze Dubai (Admin cum Import & Export Coordinator)

- Investigated and adopted optimal shipping and receiving strategies, selecting best carriers, routes and methods to minimize costs and enhance schedules
- Manage documentation, updates computer records and processes payment.
- Worked with vendors representative to resolve damaged shipment and item shortages, protecting company interest and financial target
- Monitored and reported on transportation costs and properly filed shipping document.

August 2020 to June 2022

Yes Fresh Opc Pvt Ltd (Operation manager)

- Monitor compliance at all times to regulations. This includes internal policies and procedures such as
- Operational Process Standards (OPS) and external government regulations or customer policies/requirements.
- Assist the product manager and accounting staff with collections (A/R), payables, (A/P), BNP, and reserves
- Work with central billing team to ensure billing accuracy and timeliness
- Ensure transactions are conducted in compliance with revenue recognition requirements
- Work with Sales Team, Product Manager, and Customer Retention team to facilitate a proper client onboarding process.

June 2018 to July 2019

Cloud Me Software Solution, Kochi (Operation/Accounts Executive)

- Collecting data from head office (Dubai) and preparing the reports based on data.
- Coordinating between head office and support teams
- Getting works details from head office and scheduling accordingly
- Preparing various reports on performance
- Monitoring all budget and managing income and expenditure for various business process.
- Managing all accounts receivable and maintaining records of all accounts and preparing reports.

July 2016 - April 2017

Phone Store Private Ltd, Bangalore (Sales Executive)

- Deals with day-to-day sales, understand the new trends in market. Increase the sales by direct promotion activities.

CERTIFIED IN

- Tally ERP.9
- MS office
- Certified in digital market
- Completed internship in digital marketing

LANGUAGE KNOW

- English
- Hindi
- Malayalam

REFERENCES

Will be given upon request

I hereby declare that all the above details are true and correct to the best of my knowledge

MOHAMMED SHAMEEL.K