



MUHAMMED SHADIN

Accountant / Financial Inventory Controller

PROFILE

Detail-oriented Accountant and Inventory Controller with proven expertise in financial management, inventory control, and meticulous petty cash book maintenance. Adept at implementing effective accounting strategies for accurate financial reporting. Skilled in reconciling accounts, tracking inventory levels, and optimizing supply chain processes for cost efficiency. Proficient in using accounting software for transaction management and detailed financial statements. Strong analytical skills and commitment to accuracy ensure streamlined financial operations and well-maintained inventory records. Collaborative team player seeking to contribute accounting and inventory management skills to a dynamic workplace.

WORK EXPERIENCE

Arabian Majlis

Jun 2021 - Dec 2023

Accountant / Storekeeper

- Analyze entries for assets, liabilities, and capital accounts to guarantee precision in financial records.
- Scrutinize financial statements and reports for the identification of trends or discrepancies.
- Enter account information into the accounting system to document financial transactions.
- Keep an organized and current ledger of financial transactions
- Collect and analyze relevant data to generate special financial reports as required.
- Collaborate with auditors during financial audits.
- Monitor inventory levels regularly to spot shortages or excesses.
- Compile orders based on par levels, demand forecasts, or specific needs.
- Coordinate with relevant departments to meet stock requirements.
- Generate regular reports on stock levels, usage, and discrepancies.

Genes & U Bio Tech PVT LTD

Mar 2019 - Jun 2021

Executive Assistant

- Coordinate executives' appointments, meetings, and travel arrangements.
- Attend meetings, take minutes, and distribute relevant information.
- Direct calls, emails, and communications to appropriate parties.
- Edit and draft correspondence, memos, and reports for executives.
- Conduct research and prepare materials for presentations and meetings.
- Create meeting agendas and necessary documents.
- Timely submission and reconciliation of executives' travel expenses.
- Manage multiple tasks concurrently, ensuring timely issue resolution.
- Handle sensitive information with confidentiality and discretion.
- Keep executives well-informed of upcoming commitments and responsibilities.
- Act as a liaison with internal and external stakeholders for executives.
- Ensure smooth daily operations by coordinating office activities.

Bajaj Motors

May 2018 - Mar 2019

Sales And Marketing Executive

- Explore and pursue new business prospects within the automotive sector.
- Surpass sales targets through efficient lead generation and client acquisition.
- Cultivate enduring relationships with crucial clients and stakeholders.
- Prepare and articulate sales proposals, quotes, and contracts.
- Generate regular sales reports and conduct analysis for management evaluation.
- Stay abreast of industry developments and emerging technologies.
- Formulate and execute impactful marketing strategies to promote automotive products/services.
- Present product demonstrations and conduct presentations for potential clients.
- Negotiate terms and conditions with clients to secure profitable and sustainable agreements.

CONTACT

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Arayilakath

EDUCATION

ERNAD KNOWLEDGE CITY

- Bachelor Of Commerce

IOHSS EDAVANNA

- Higher Secondary School

PERSONAL PROJECTS

A STUDY ON THE FINANCIAL CRISIS FACED BY
KERALA STATE ROAD TRANSPORT
CORPORATION WITH PERSPECTIVE TO
CUSTOMERS, A SPECIAL REFERENCE
TO PERINTHALMANNA (01/2023 - 03/2023)

SKILLS

- Quality Control:
- Time Management:
- Risk Management:
- Decision-Making:
- Audit Preparedness:
- Numerical Accuracy:
- Interpersonal Skills:

LANGUAGES

- English (Fluent)
- Hindi(Fluent)
- Arabic (Basics)
- Malayalam (Fluent)