

# Mohamed Kalifa

Sharjah, United Arab Emirates

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## **Objective: -**

Seeking a position with eagerness to utilize time-tested ideas and experience for the benefit and growth of your concern.

Drive to surpass goals **Building Strong Client relationships**  
**Strong Management and Leadership Skills.**

## **Career Summary: -**

**ENPI GROUP OF COMPANY:** [www.futurepack.ae](http://www.futurepack.ae)



### **Office Administration & Accounts Assist**

April 2022 to till date 2024.

- Supported sales, finance, parts, and Maintenance departments.
- Handled accounting transactions including invoicing, accounts receivable/payable and purchasing functions.
- Accurately completed incident report, shift reports, individual logs and disciplinary form, via computer purchase invoice creation.
- Perform reconciliations of all General Ledger balance ensuring proper classification of balance sheet and income statement items.
- Deal with supplier or client queries from import and export company.

**ENPI GROUP OF COMPANY:** [www.unitedsecurity.ae](http://www.unitedsecurity.ae)



### **Office Administration & WARE HOUSE IN CHARGE.**

September 2018 to till 2022.

- Supported Purchase Supply Chain, Planner, and material analysis.
- Receiving Material Receipt Note(MRN), Creation Purchase Order Return.
- Accurately completed incident report, Delivery note and Invoice logs and disciplinary form, via computer and hard copy filling.
- Assists the Purchasing Manager with the monthly inventory & preparation of non-moving and slow moving item list.
- Make periodical checks between records and actual stock and investigate any discrepancies and report to the Cost Controller immediately.

**ENPI GROUP OF COMPANY:** [www.futurepack.ae](http://www.futurepack.ae)



### **Office in Cum LOGISTIC OFFICER.**

2013 to till 2018 August.

- Follow up with salesman required to make sure shipment load goods.
- Coordination of production manager for shipment planning and scheduling.
- Invoice and Delivery Note Supported with customers and shipper while location follow communication with driver.
- PCFC Online shipment and customs paper, Follow up delivery law rules.
- Performs annual physical inventories, monthly cycle count, and inventory investigation to maintain inventory percentage goals.

**PRODUCTION PROMOTER:**

**CANADIAN CARTON INDUSTRIAL L.L.C (RAK)**

June 2011 to till May 2013.

- Supervises staff to produce manufacture product, and organizes and monitor workflow researches and negotiates with vendors and supplier to improve efficiency of processes and reduce unnecessary costs
- Product Development collaborated with product design to institute new products on the floor, including follow-up with data analysis.
- The machinery and checkpoint to ensure safe and efficient workflow

**ADDITIONAL SKILLS**

- *Fluent Language English, Hindi, Punjab, Malayalam and Tamil.*
- *ERP, SAP, CRM, Visual Basic, Tally, PC Assembling, Command Prompt.*
- *MS-Office, Diploma in Computer Hardware and Net Working.*
- *Good knowledge in computer and its administration, Familiar in Internet, Email desktop application.*

**Visa Detail:**

Place of Issue	:	Sharjah
Visa Expiry	:	<b>25/12/2024</b>
Status	:	<b>VISA Cancel</b>
Passport No	:	U 0815222
Passport Issue Date	:	19/08/2020
Passport Expiry	:	18/08/2030

**PERSONAL PROFILE:**

Education	:	B.C. A (Bachelor of Computer Applications) Jamal Mohamed Collage Trichy-20 S- India.
School	:	12th Grade
Language	:	Tamil.
Date of Birth	:	17-04-1989
Marital Status	:	Married
Citizenship	:	South -Indian, TAMIL NADU.

I hereby declare the above furnished information are true and correct with the best of

my knowledge.

You're sincerely  
Mohamed Kalifa.