



Mohamed Rajeeb VP

Assistant Accountant

Experienced **Assistant Accountant** with over **4 years** of expertise in stores and inventory management, invoice generation, and procurement. Demonstrated proficiency GRN(Goods Receipt Note) management, way matching, dispute resolution, and ensuring compliance with quality control standards. Adept at handling slow response issues, managing complaints, and maintaining detailed audit trails. Skilled in recording errors, validating the quality and quantity of supplies, and implementing effective inventory control strategies. Seeking a similar role to leverage my skills.



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Hor Al Anz - 2, Abu Hail, Dubai



29 July, 1996



WORK EXPERIENCE

Assistant Accountant

Western International LLC. (Nesto Hypermarket, Oman)

07/2019 - 06/2023

Oman

Duties and Responsibilities

- Prepare Goods Received Notes upon receipt of goods and materials, ensuring all details are accurately documented.
- Verify the quantity and quality of goods received against purchase orders and delivery notes.
- Ensure all relevant documents, including invoices and delivery notes, are attached to the GRN for reference and audit purposes.
- Enter GRN data into the accounting and inventory management systems accurately and timely.
- Coordinate with the inventory control team to update stock levels based on GRNs.
- Issue invoices to the warehouse and other outlets in a timely manner, ensuring they are distributed to the correct departments or customers.
- Cross-check invoices with purchase orders, delivery notes, and GRNs to ensure consistency and accuracy.
- Enter invoice details into the accounting system accurately, maintaining up-to-date records.
- Monitor and follow up on outstanding invoices to ensure timely payments.
- Maintain organized records of all invoices issued and received, ensuring they are easily accessible for reference and audits.
- Generate periodic reports on invoicing activities, outstanding payments, and reconciliations.
- Ensure all invoices comply with company policies and relevant legal regulations.
- Provide support to the finance team with any ad-hoc tasks related to invoicing and financial reporting.



EDUCATION

Diploma in International Financial Accounting (DIFA)

ISIT Computer College, Tirur

2016 - 2017

Kerala, India

BCom with Co-operation

University of Calicut

2013 - 2016

Kerala, India



STRENGTH AND QUALITIES

- Commercial Awareness.
- Collaborating and working well together.
- Teamworking Skills.
- Conflict management and resolution skills.



SKILLS

Financial Reporting

Data Entry

Invoicing

Purchase

Inventory



AREAS OF INTEREST

- Accountant
- Inventory
- Store Keeper



TECHNICAL SKILLS

ERP Software

Tally | SAP

MS Office

Word | Excel | PowerPoint



PERSONAL DETAILS

Nationality : Indian

Gender : Male

Marital Status : Married

Passport no. : N7526042

Date of Expiry : 17/02/2026

Visa status : Visit Visa (14/09/2024)



LANGUAGES KNOWN

English



Malayalam



Hindi

