



Mohamed Amreen Shahith

Operation Clerk / Assistant Accounting

Contact

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Skills

MS EXCEL
Upper intermediate

MS OFFICE
Upper intermediate

Highly motivated and organized accounting assistant looking for a fast-paced entry-level position where I can contribute my experience with financial analysis and developing efficient systems. STRENGTH: Well versed in Ms. Word Outstanding vendor and customer service skills. Ability to handle multiple tasks and meet deadlines. Ability to make decision Under Pressure. The ability to explain constructive ideas and plans clearly. Possess strong written and oral communication skills. Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level **operation clerk / Assistant accounting** position. Ready to help team achieve company goals.

Work History

2022-09 - 2023-08	Operations Assistant <i>Avirise Express Logistics, Bangalore</i> <ul style="list-style-type: none">Responsible for company logistics by managing inventory, storage and transportationEnsured logistics coordination through the safe and timely pick-up of delivery and PAN India shipmentsAssisted with logistics management by handling order shipment and answering customer queriesInvoice Development and Customs documentationInventory management SoftwareDaily basis MIS reportMaintaining and servicing warehouse tool, machinery and trucksHandling ULD (Unit Load Device) with proper checking of ATA sheet and damagesIntegrate best practices in handling warehouse materials.
2018-01 - 2021-01	Accounting Clerk <i>NEW KARNATAKA STORE, Bangalore</i> <ul style="list-style-type: none">Billing a product for customersShadowing members of the accounting department as they perform their dutiesAssisting with research, filing, and maintaining complete financial recordsResolving customer inquiries and complaints and ensure availability of a solutionComplete deliveries on time; communicate

Accounting familiarity

Upper intermediate

Mail handling

Upper intermediate

Document management

Upper intermediate

Critical Thinking

Upper intermediate

Languages

English

Upper intermediate

Hindi

Intermediate

Tamil

Proficient

- shipment activity with internal customers
- Documenting financial transactions by entering account information data
 - Preparing sales order and Sales Invoice on inventory check
 - Prepare payments by requesting disbursements and verifying documentation
 - Experience with general ledger and trade account functions.

Education

2018-07 -
2021-04

Bachelor of Arts: Accounting And Business Management
Baldwin's Methodist College - Bangalore

Certifications

2022-05

Edupristine certificate course of Accountant

Interests

- Operation clerk
- Store in charge
- Inventory control
- Accounting
- Documentation and data entry
- Warehouse

Personal details

- NATIONLITY: INDIAN
- MARITAL STATUS : SINGLE
- VISA STATUS : VISIT VISA UAE
- VISA EXPIRY : 28 NOV 2023