



# MOHSIN EHSAN

Telecommunications Assistant

Skilled accountant with 4 years of experience in bookkeeping, accounts receivable and accounts payable. Expert in data entry and financial reporting. Reliable Warehouse Associate with 3+ years of experience in order picking, packing, and shipping. Skilled Office Clerk with expertise in filing, data entry, and report preparation.

## Personal Info

- 971506756540
- gujjarmohsin443@gmail.com
- Etisalat Metro Station, Dubai, United Arab Emirates

ID Number  
784-2000-9676875-7

Nationality  
Pakistani

Date of birth  
17-April-2000

## Skills

- Teamwork
- Problem-solving
- Oracle ERP
- Microsoft Office
- Good Communication
- Time management
- Ability to research and collect data
- Organizational skills
- Ability to multitask

## Languages

- English
- Urdu
- Arabic

## Work Experience

### Accountant, MultiBiz Chartered Consultant, Lahore

February 2020 - March 2021

- Answered phones and handled incoming inquiries, serving as a point of contact for the office.
- Created and maintained detailed reports, tracking progress on office projects.
- Managed accounts payable and accounts receivable processes.
- Reviewed and monitored billing activities to ensure accuracy and timeliness.

### Data Entry Clerk, faisal Spinning Mills home textile, Feroz Watwaan Road Warburton

April 2021 - January 2022

- Compiled and sorted documents for data entry into appropriate databases.
- Assisted with other administrative tasks such as filing, scanning and photocopying.
- Verified data accuracy by verifying entered data with source documents.

### Amazon Associate, Amazon fulfillment Centre (FC), DXB5 E-Fulfillment Centre 4 - Dubai South - Dubai

April 2022 - March 2024

- Proficient in using Microsoft Excel to track and analyze inventory data.
- Received and processed incoming orders, as well as shipped outbound orders.
- Successfully managed the coordination and execution of inbound/outbound shipments for a wide range of products.
- Working with the leads to inform when certain parts have been received in. Sorts, counts, packages, labels, insures, unpack

## Education

### High School And Equivalent , Post Graduate Degree College Nankana Sahib

February 2019 - July 2021

## Courses

### Computer Software , Vocational Training Institute (A)

January 2018 - August 2018