

MUHAMMAD ALI



CONTACT

971-567356245
alimohd2k1@gmail.com
www.linkedin.com
Al-Nahda 1, Dubai

SKILLS

- Good Listener
- Team work
- Time management
- Critical Thinking
- Communication Skills
- Creativity
- Multi Tasking List

PERSONAL DATA

DOB : 15-11-2001
Passport # : V5203820
Visa status : Visit Visa

EDUCATION

Bachelor of Commerce Mangalore University

2020 - 2023

DCFA Prajna VTC Mudipu Karnataka

2023

LANGUAGES

English
Hindi
Malayalam

PROFILE

I am seeking opportunities to join a company that can help me in enhancing my skills, strengthening my knowledge, and realising my potential. I am willing to explore a wide verity of opportunities that can help me gain perspective.

WORK EXPERIENCE

Logistics Coordinator (Part-time)

D F Marketing & Distribution Mangalore, INDIA.
(Authorized Distributor for AMUL, INDIA)

2021 - 2022

- Coordinate and monitor supply chain operations
- Ensure premises, assets and communication ways are used effectively
- Utilize logistics IT to optimize procedures
- Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs
- Plan and track the shipment of final products according to customer requirements
- Keep logs and records of warehouse stock executed orders etc.
- Prepare accurate reports for upper management

Assistant Accountant (Part-time)

DF MARKETING CO

2022 - 2023

- Maintaining daily book keeping, posting ledger entries, purchas and stock registers
- Assisting in preparing income statements, balance sheet, general ledger and inventory report.
- Credit control, accounts payables and recievables
- Processing payments to suppliers within the due date
- Follow-up with customers and sub distributors on outstanding payments
- Handling confidential files and serculars
- Monitoring incoming and outgoing inventories and related documents
- Day to day reconciliation and depositing daily cash and cheques into the bank very next day to avoid any missouts

COMPUTER KNOWLEDGE

- Tally
- MS Word
- MS Excel