



# MUHAMMAD BILAL



**UAE DRIVING LICENCE -**  
LMV - MANUEL(VALID)



**VISA STATUS -**  
Residential ,

## CONTACT



### Phone

+971567612426



### Email

bilalkappil@gmail.com



### Address

Sharja rashidiya

## EDUCATION



### GRADUATION 2013-2016

Bachelor's degree -B.A literature  
Kerala university



### DIPLOMA 2016-2017

Professional Diploma in Logistics and  
Supply chain management  
Keltron knowledge center Kerala govt



### GCC VAT TALLY ERP

Gtech computer education  
ISO Certified



### FRIGHT FORWARDING - (INTERNSHIP)

Aiwa shipping international , Ernakulam



### WAREHOUSE & SUPPLY CHAIN MANAGEMENT

A.E.I.T Group of college ,  
Ernakulam

## ABOUT ME

Energetic sales executive also handling logistics related works with 3 years of experience in the field. Skilled in , logistics, warehouse operations, inventory control &Tally ERP (GCC). Looking for a position that will motivate me to be the best version of myself

## WORK EXPERIENCE



### MERCHANDISER CUM SALESMAN(SHARJAH)

2023 -currently workings  
AAI MIR TRADING CO LLC



### INVENTORY MANAGEMENT CUM ACCOUNTANT

2020 -2023

Group of green park

Dubai Silicon Oasis

#### Inventory management

Responsibility ;

- Monitors and maintains current inventory levels; processes purchasing orders as required; tracks orders and investigates problems.
- Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated reports.
- Receives, unpacks, and delivers goods; re-stocks items as necessary; labels shelves.
- Processes and/or approves invoices for payment.
- Processes and documents returns as required following established procedures.
- May serve as cashier and handle cash and cash-related payments.

#### Accounts

Responsibility ;

- Manage all accounting transactions
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute VAT and prepare VAT returns
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- VISA Typing
- Vehicle renewal

## SKILLS

- Ms Excel
- Ms word
- Type writing
- Ms office
- Storage procedures
- Cycle counting
- Picking skills
- Warehouse Logistics
- Distribution and warehousing
- Shipping and receiving
- Cost reduction

## LANGUAGE

English



Hindi



Arabic



Malayalam



### SALES REPRESENTATIVE

2019- 2020

**Lafz International Pte. Ltd**

**( 101 cicil street Singapore , work location -kerala)**

Responsibility ;

- Presenting sales proposals to potential customers
- Evaluating customer needs
- Selling company products or services
- Educating customers on products and services
- Developing effective sales strategy
- Identifying opportunities to improve sales performance
- Monitoring competitor activities
- Maintaining good relationships with customers
- Conducting market and industry research
- Negotiating with existing and potential customers
- Maintaining records of sales leads
- Resolving customer complaints
- Collaborating with the marketing department



### LOGISTICS OPERATIONS

2018-2019

**Flash jet logistics ,Ernakulam,India**

Responsibility ;

- planning, organizing, and directing; managing and evaluation of the supply chain/logistics operations in an organization.
- also work with internal and external teams to ensure accurate shipping and delivery schedule for new and existing products