

# MUHAMMAD BILAL



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



**VISA STATUS -**

Residential,

### **CONTACT**



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**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



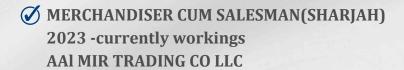
**★ WAREHOUSE & SUPPLY CHAIN MANAGEMENT** 

> 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**



## **✓ INVENTORY MANAGEMENT CUM ACCOUNTANT** 2020 - 2023

Group of green park **Dubai Silicon Oasis** 

## <u>Inventory management</u>

Responsibility;

- Monitors and maintains current inventory levels; processes purchasing orders as required; tracks orders and investigates
- · Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated
- 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

# **OUTIONS**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