



MUHAMMAD RAYIF

## CONTACT

+971 50 279 7677

rayifrazak09@gmail.com

Dubai, UAE

## ACADEMIC CREDENTIALS

Diploma in IGCSE, MACTECH

Institute | Calicut, Kerala

B Com | Calicut University, Kerala

**Higher Secondary** | GHSS Maniyur, Kerala

**High School** | G.V.H.S.S Payyoli, Kerala

## AREAS OF EXPERTISE

- Possess extensive and thorough knowledge of the products and financial objectives.
- Exhibit exceptional leadership and communication skills that foster positive relationships with clients.
- Display confidence, intelligence, and aptitude for tackling challenging roles.
- Demonstrate effective organization and time management abilities while juggling multiple tasks.
- Possess a flexible attitude, enthusiastic approach, and a strong sense of teamwork.

## PROFILE SUMMARY

Focused & goal-driven Experienced Receiver/Merchandiser and Account Assistant with 7 years of experience. Proficient in MS Office, Tally, JDE, Peachtree, and QuickBooks. Possess extensive knowledge of products and financial objectives, along with strong problem-solving skills. Quick learner & highly energetic with a keen aptitude for learning and applying new knowledge resourcefully.

## KEY SKILLS

Teamwork

Work Ethic

Analytical skills

Supply Chain Management

Product knowledge

Inventory management

Customer Service

Problem Solving Ability

Hardworking

Market research

Creativity

## EMPLOYMENT CHRONICLE

**CASHIER** | May 2022 - Present

UNION CO-OPERATIVE HYPERMARKET

- Management of petty cash.
- Creation of trading, profit, and loss account.
- Preparation of trial balance.
- Creation and maintenance of receipts and payment vouchers
- Development of journal vouchers with accompanying documentation.
- Posting of all accounting entries into accounting software.
- Reconciliation of accounts with statements from customers and suppliers.
- Preparation of all accounting statements and ledgers.
- Assisting in the preparation of budgets and forecasts.
- Conducting research on accounting regulations and best practices.
- Providing general support to the accounting department as needed.

**RECEIVER/MERCHANDISER** | Oct 2017 – May 2022

UNION CO-OPERATIVE HYPERMARKET

### KEY RESPONSIBILITIES

- Ensuring that all products are properly tagged and labeled with accurate pricing and other relevant information.
- Conducting regular physical inventory counts to ensure accuracy of inventory records.
- Assisting customers with their purchase decisions and providing excellent customer service.
- Responding to customer inquiries and resolving any issues in a timely and professional manner.
- Verify daily dispatch reports by cross-checking with goods receive vouchers, tax invoices, and purchase returns.

COMPUTER PROFICIENCY

MS Office	★ ★ ★ ★ ★
Tally	★ ★ ★ ★
Jde	★ ★ ★
Peachtree	★ ★ ★
QuickBooks	★ ★ ★
Basic Operation	★ ★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★

LANGUAGES KNOWN

English	<div></div> 100 %
Malayalam	<div></div> 100 %
Hindi	<div></div> 100 %
Arabic	<div></div> 85 %

REFERENCE

- Available upon request

- Manage daily inventory and schedules effectively.
- Use PDT to issue and return goods received.
- Possess sound knowledge of certain product rules, such as Fixed Asset, FIFO & LIFO, and FCFR (First Come First Receive).
- Assist businesses and individuals with tax return preparation.
- Ensure that all incoming merchandise is received in good condition and accurately keyed into the appropriate system according to UNION COOP rules and standards.
- Validate proof of delivery by signing and stamping all invoices with the company seal.
- Ensure that suppliers comply with the given schedule as per the UNION COOP policy.
- Ensure that physical item details match with the details in the system and documentation.
- Randomly open and inspect package/carton contents to verify the quality and quantity of items.
- Accurately weigh fruits, vegetables, fish, and any other weighable items.
- Maintain a welcoming environment as the initial point of contact for visiting or calling customers and suppliers.

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 09/01/1996
Nationality	: Indian
Marital Status	: Married
Visa Status	: Residence Visa

DRIVING LICENSE DETAILS

Driving License Number	: 4523895
Date of Expiry	: 20/07/2025
Place of Issue	: Dubai

DECLARATION

I hereby declare that the above-mentioned information is true, and I bear the responsibility for the correctness of the above-mentioned particulars

MUHAMMAD RAYIF