

Muhammed P S

Accounts & Inventory Specialist



Contact: +971 55 243 7131 | mohammedpshihab@gmail.com | Location: UAE

PROFESSIONAL SUMMARY

Results-driven **Accounts & Inventory Specialist** with 3+ years of proven success in **accounts receivable** and **warehouse inventory management** across India and the Gulf region. Adept at streamlining processes, accelerating collections and maintaining error-free records. Recognized for cross-functional collaboration, analytical precision and ownership mindset.

CORE SKILLS

- Accounts Receivable Management
- Invoicing, Billing & Collections
- Inventory Control & Stock Audits
- MS Excel, Ms Word, Tally
- Payment Allocation & Dispute Resolution
- Cross-functional Collaboration (Sales, Finance, Supply Chain)

PROFESSIONAL EXPERIENCE

Accounts Receivable Executive

KnowVal Edutainment LLP – Bangalore, India | Jan 2024 – Feb 2025

- Spearheaded timely invoicing, achieving 98% accuracy rate and eliminating billing errors.
- Recovered delayed payments through proactive follow-ups, improving DSO.
- Reconciled over 500+ customer accounts, swiftly resolving discrepancies.
- Generated detailed aging reports and assisted in financial closings and audits.
- Collaborated with sales and finance units to fast-track resolution of account issues.
- Ensured 100% compliance with internal controls and accounting procedures.

Inventory Controller / Stock Supervisor

Nujoom Al Sader LLC – Muscat, Oman | Jan 2022 – Nov 2023

- Oversaw end-to-end inventory operations using ERP and POS systems, reducing stock variance.
- Executed stock audits, daily cycle counts, and monthly reconciliations across multiple SKUs.
- Streamlined reordering process, leading to 20% fewer stockouts of high-demand items.
- Initiated clearance of expired items, minimizing inventory write-offs.
- Delivered inventory dashboards and analytics reports to top management.

Storekeeper / Warehouse Assistant

Nujoom Al Sader LLC – Muscat, Oman | Aug 2021 – Dec 2021

- Managed inbound logistics - verifying quality and quantity of received goods.
- Maintained accurate bin card entries and digital stock records.
- Handled GRNs, GINs, and ensured safe and logical storage for quick retrieval.
- Supported internal audits and stock reconciliations with zero non-conformities.

EDUCATION

Bachelor of Commerce (B.Com)

Bharathiyar University, India | 2023

ADDITIONAL INFORMATION

Nationality: Indian

Date of Birth: 28/10/1999

Passport No: S6901721

Visa Validity: 08/07/2025

Languages: English(Fluent) | Malayalam(Native) | Hindi(Intermediate) | Arabic(Intermediate) | Urdu(Intermediate)