



MUHAMMED RAHID NP

ACCOUNTS ASSISTANT/ STORE MANAGER

SUMMARY

A multi skilled, hardworking and efficient Store Keeper/ warehouse assist. With a proven track record of ensuring the smooth functioning and running of all store / warehouse concerning activities Able to follow standard of operating procedure and work in a methodical and tidy manner.

WORK EXPERIENCE

STORE KEEPER

LULU HYPERMARKET- OMAN Jan-21 to Oct-22

- working as part of a team in a busy distribution center under the guidance and supervision of warehouse manager or supervisor.
- Receiving, moving, checking and storing incoming and outgoing goods.
- Checking near expiry products and return to supplier.
- Maintaining proper filing of all incoming and outgoing documents.
- Keep store neat and clean.
- Arranging damaged goods on monthly basis.
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ACCOUNTS ASSIST. CUM DATA ENTRY

Aiwa Fresh Hypermarket | August 2015 to October 2020

- Receiving and verifying purchase invoices, sales invoices, delivery notes etc.
- Entering Invoice, Expense bills, sales invoice etc. into the system.
- Preparing daily reports and reporting to senior.
- Preparing payments to suppliers.

EDUCATIONAL HISTORY

Bachelor of Commerce

D.r Cv Raman University
2016

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UAE

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PERSONAL INFORMATION

Date of Birth : 11-04-1996
Nationality : Indian
Marital Status : Single
Passport No : N6021474
Visa Status : Visit visa

TECHNICAL SKILLS

- SAP
- Ms Office
- Ms Excel
- Ms Word
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PROFESSIONAL SKILLS

- Innovative and able to develop new ideas.
- Hard worker and high sense commitment and dedication.
- Communication and interpersonal skills.
- Outgoing, dynamic, honest, self confidence and creative.

LANGUAGES KNOWN

- English
- Arabic
- Malayalam
- Hindi