



SHIYAS ET

SENIOR ASSISTANT

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Location: Dubai, United Arab Emirates
DOB: 04/05/2003
Nationality: Indian
Visa: Visiting Visa

SUMMARY

Detail-oriented **Senior Assistant** with one year of experience in controlling all activities within the Stores Department. Skilled in ensuring both the quality and quantity of materials, and maintaining proper records. Adept at managing inventory efficiently and upholding high standards of organizational operations.

WORK EXPERIENCE

BILLING

Oct 2023 – Apr2024

Medihaxue Pharmaceuticals Pvt Ltd, Ernakulam

- Processed and issued invoices to customers accurately and on time.
- Verified billing data, corrected errors, and ensured completeness of invoices.
- Maintained detailed records of all billing transactions and payments received.
- Coordinated with various departments to resolve billing discrepancies and disputes.
- Assisted customers with billing inquiries and provided timely resolutions.
- Monitored accounts receivable and followed up on overdue payments.

SENIOR ASSISTANT

May2023 – Oct2023

Medihaxue Pharmaceuticals Pvt Ltd, Ernakulam

- Controlled all activities in the Stores Department, ensuring efficient and smooth operations.
- Ensured both the quality and quantity of materials received and stored.
- Maintained accurate and detailed records for inventory and stock management.
- Assisted with the receipt, inspection, and storage of incoming materials and supplies.
- Coordinated with suppliers and vendors to manage orders and deliveries.
- Conducted regular stock checks and inventory audits to ensure accuracy.
- Implemented organizational policies and procedures to maintain a safe and efficient working environment.
- Operated forklifts and other warehouse machinery to move goods

EDUCATION

LOGISTICS SHIPPING MANAGEMENT

- DRS Knowledge City, Changaramkulam

2022–2023

HIGHER SECONDARY EDUCATION

- Board of Higher Secondary Education, Kerala

2018–2020

ADDITIONAL INFORMATION

- **Technical Skills:** Communication, Leadership, Problem Solving, Organization, Adaptability, Punctuality, MS Word, Excel, Power Point.
- **Languages:** English, Hindi, Tamil, Malayalam.
- **Certifications:** Certified one day workshop at Cochin international Airport(CIAL), Certified one day workshop at MIV Logistics Pvt Ltd Vallarpadam, Kerala.
- **Internship Summary:** One month experience as a Store Assistant in Inventory Department at Blinkit, Bangalore