

SALEEM RAFEEL

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RESUME OBJECTIVE :

Job Objective to obtain an Invoicing Clerk position that will allow me to utilize my skills and has potential for growth. Compiled data from vendor invoices and supporting documents to verify accuracy of billing data and ensured receipt of items ordered

SKILLS :

Data Entry	Administrative Assistant	Clerical Skills	Computer literacy
Communication Skills	Multi Tasking	Inventory control	Book keeping
Organization	Documentation skills	Time management	Teamwork

WORK EXPERIENCE :

CITY HYPER MARKET ,SHARJAH

INVOICE CLERK : Oct 2022- Sept 2023

- Ensure Invoices are appropriately approved and Processed for payments
- Match appropriate Documents (Invoices ,Purchase Orders, Supporting Documents)
- Generate Accounts Payable Reports ,so timely payments can be made to vendors
- Checked Invoices for discrepancies in Price ,Quantity and Items
- Issued Monthly Statements ,Keep customers Files Updated with current invoices ,bills and contact Information
- Resolve open issues such as missing approvals ,POs not matching or not existing inconsistencies between Invoices and receipts
- Assist in internal and external audit and maintain documentation
- Prepare communications such as memos ,Emails ,Invoices ,reports and other correspondence

CITY HYPER MARKET ,SHARJAH

DATA ENTRY CLERK : June 2016- Sept 2022

- Perform General Office Duties such as making LPO ,PO , Invoices
- Submitting orders to suppliers on time, Receiving & Pricing of Inventory
- Manage Inventory sheets or Computer tracking systems to keep track items in the store
- Receiving & Pricing of Inventory
- Enter Stock Details in to the system Accurately
- Update and Modify Daily Selling Prices ,Sales Report details
- Dealings with Customers and Clients via Email and Telephone
- Data Input and manipulation in Excel spreadsheets and Database
- Ensuring the safety and security of the company data systems
- Occasionally carrying out various Administration tasks(Filing ,Printing ,etc)
- Manage accounts and performing Bookkeeping .
- Ensure accurate prices and codes for all the products
- Researched and retrieved requested data and performed daily control function

EDUCATION : BSC ,Diploma in Information Technology

D.O.B : 12-10-1984

LANGUAGES : English ,Tamil ,Malayalam ,Hindi..

VISA : Visit Visa (Valid -OCT 10-2024)