

Muhammed Shinas

OBJECTIVE

To associate with a progressive and dynamic organization that would provide me an opportunity to apply my knowledge and skills in order to keep me abreast with the latest technologies in management field and enable me to be a part of the team that works towards the growth of organization.

EXPERIENCE

- Store Keeper**
Nesto Hypermarket, Dubai

Feb 2023 - Jan 2024

 - Ensured proper storage of items to prevent damage or spoilage.
 - Monitored stock levels and initiated reordering when necessary to maintain optimal inventory levels.
 - Worked closely with other departments to fulfill their stock requirements and address any issues.
- Collection Executive**
Muthoot Finance, Kerala

2019 - 2021

 - Coordinated to collect debts with sales, accounting, and legal departments.
 - Created plans and strategies for collecting debts.
 - Communicated effectively with debtors by phone to negotiate and implement debt recovery plans.
 - Search publicly available databases to track down people who default on debt, perform background checks and issue loan documents.
 - Negotiate settlements to receive payments on certain percentages of debt

EDUCATION




- Bachelor of Business Administration**
Bharathiar University, TamilNadu

2018
- Higher Secondary Education**
GOHSS Pattambi, Kerala

2014
- High School Education**
GOHSS Pattambi, Kerala

2012


CONTACT


 Dubai, UAE
 +971566113677
 muhammedshinas1995@gmail.com

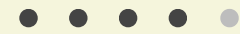
PERSONAL DETAILS


Date of Birth : 15/10/1995
Nationality : India

SKILLS

Tally


SAP


Microsoft Excel


Microsoft Word


CERTIFICATIONS

Professional Diploma Computerized
Financial Accounting (PDCFA)