

# MOHAMMED AIJAZUDDIN

## STOREKEEPER



Mobile : +971553498940 E-mail : aijaz089@yahoo.com

Showroom Accountant cum Storekeeper with 15 years of extensive exposure in Accounts, Store, Cashier, Sales, Banking, Inventory and Warehouse. Significantly contributed in the Accounting work profile and achieved a consistent career growth. Results driven and team member who possess the ability to work well under pressure and meet task deadlines. Skilled in prioritizing job responsibilities in an effective and organize manner and maintaining strict confidentiality of records. A fast learner and dynamic by personality who have flair for interacting with people; thriving for new challenges.

### Strengths

- ✓ 15 years of rich Gulf experience.
- ✓ Exceptionally quick on learning.
- ✓ Result oriented approach towards the Work.
- ✓ Organization & coordination skills.
- ✓ Excellent ability to multitask.
- ✓ Strong analytical and problem solving skills.

### Qualifications

**Master of Commerce** Osmania University, Hyderabad, India.  
**Bachelor of Commerce** Osmania University, Hyderabad, India.  
**Bachelor of Education** Osmania University, Hyderabad, India.

### Achievements

- ✎ Responsible for the Accounts Receivable, Cash, Banking, Daily Sales Report & Inventory.
- ✎ Displayed abilities in handling problems as opportunities and dealing with difficult challenges.
- ✎ Proficient in use of Ms Excel, Word & PowerPoint.
- ✎ High Speed in Typewriting.

### Career Progression

<b>Typist cum Computer Operator</b> <b>Al Fares Typing Services</b>	<b>2020 - Till Now</b>
<b>Accountant Cum Warehouse In charge</b> <b>Zain International General Trading</b>	<b>2018-2019</b>
<b>Warehouse Officer</b> <b>Ajmal Perfumes LLC</b>	<b>2016-2018</b>
<b>Showroom Accountant</b> <b>Ajmal Perfumes LLC</b>	<b>2008-2016</b>

### Areas of Expertise

**AL FARES TYPING SERVICES**  
**TYPIST CUM COMPUTER OPERATOR**

- Transfer data from paper format into digital files or data base system.
- Gather, register or organize typing material.
- Make file and submit for Emirates Identify Card.
- Make file and submit for Residence visa.
- Make Medical for Visa Renewal.
- Make Quotations, CV's and Applications.
- Scan and prints files as needed.
- Payments of Dewa, Fewa, Sewa & Ajman Sewerage.

**ZAIN INTERNATIONAL GENERAL TRADING**  
**Warehouse In charge**

- ✕ Acquiring products in specified quantities at a Warehouse facility.
- ✕ Moving received products to Optimal locations within a Warehouse facility.
- ✕ Keeping products in their designated locations until shipping.
- ✕ Collecting store products to fulfill customer's Orders.
- ✕ Consolidating and preparing products in a customer's order.
- ✕ Transporting a customer's order's to a specified destination.

**AJMAL PERFUMES LLC**  
**Showroom Accountant**

- ✕ Maintained Daily Sales Summaries and Transaction Records.
- ✕ Daily Cash Deposits in Bank.
- ✕ Regularly updates Stock availability in Stores and report to Manager.
- ✕ Daily entries of Banks Merchant Advises.
- ✕ Receives payments by Cash, Credit Cards & Cheques and prepare Invoices.
- ✕ Stock takes while on Demand by Management.
- ✕ Bank Reconciliation Statements.
- ✕ Establish tables of accounts, and assign entries to proper accounts.
- ✕ Determine charges for services requested, collect payments or arrange invoices.
- ✕ Contribute to the establishment and development of the organization's goodwill/ reputation.

**AJMAL PERFUMES LLC**  
**Warehouse Officer**

- ✕ Prepare products for shipment by Verifying Locations, directing movement to staging area.
- ✕ Store Products by Designating Storage Areas, adjusting storage areas according to Production and Shipping requirements, Updating location Database.
- ✕ Monitors Inventory by completing counts as required.
- ✕ Coordination with Showrooms across UAE and timely dispatch of goods as per Material Requisition, PO with minimum Sales Loss
- ✕ Assist in all related activities of warehouse in order to provide the best support to maximise Sales.
- ✕ Ensuring that the goods received/Stock are well organized and controlled to support the goals of the business.
- ✕ Updates all data into the System & maintain proper Documentation.
- ✕ Maintain FIFO method while dispatching goods to the Retail Outlets.

## Professional Development

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### IT Skills

- ✕ WMS (LFS), Orion 10.6 ERP, Intimus, My Money.
- ✕ MS Office (Word, Excel, PowerPoint, Outlook), Internet & E-mail Applications.
- ✕ Accounting Packages (Tally, Focus, and Wings)
- ✕ Type writing Higher Grade from State Board of Technical Education & Training.

## Personal Details

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Fathers Name	Mohammed Naseeruddin
Date of Birth	10.06.1982
Nationality	Indian
Driving Licence	
Passport No	K8430383
Place of Issue	Dubai
Visa Status	Residence Visa
Marital Status	Married
Languages Known	English, Arabic Urdu and Hindi.
Notice Period	1 month

## References

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Will furnish promptly upon request.