



MUHAMMED UNAIS

My Contact

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in Muhammed Unais

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📍 UAE, Dubai.

Personal Details

Passport Number: P5352033

Date of Birth: 18/10/1995

Nationality: Indian

Sex: Male

Father's Name: Shamsudheen k t

Martial Status: Single

Religion: Islam

Languages

🌐 English.
Full professional proficiency

🌐 Hindi
Full professional proficiency

🌐 Malayalam
Native or Bilingual proficiency

🌐 Tamil
Full professional proficiency

Skills

- ▶ Logistic Operations
- ▶ Inventory management
- ▶ Data entry
- ▶ Tally prime
- ▶ Leadership and management

Objective

Seeking a challenging position in a progressive organization that offers opportunity to work in the field where I can contribute and enhance my knowledge and skills.

Work Experience

Operation Assistant

DTDC Express

01/2017-03/2018,

Kozhikode, India.

Achievements/Tasks

- Provided administrative support to the logistics, shipping, and transportation department.
- Handled incoming shipments, documented inventory, and resolved customer service issues.
- Helped for coordinating the daily operations of a warehouse facility.
- Took inventory and order office supplies as needed.
- Analyzed all operations and forward suggestions for improvement to the Manager.

Accounting Assistant & Sales Executive

P S Agencies Calicut

04/2018-10/2022

Kozhikode, India.

Achievements/Tasks

- Handled financial management.
- Met or exceeded sales goals.
- Took stock of inventory, managed the store layout, supervised staff and kept records of sales.
- Worked on Tally and Excel extremely for day to day Billing purpose.
- Analyzed different suppliers to obtain the best cost-effective deals.

Education



PDCFA (Professional Diploma in Computerised Financial Accounting)

05/2022 - 10/2022, Kozhikode,Kerala



ITI (WIREMAN)

09/2014 - 10/2016, Kozhikode,Kerala



HSE - Board of Higher Secondary

EASTHILL HSS

06/2011 - 03/2014, Kozhikode,Kerala



SSLC - Board of Secondary

PVS HSS

05/2010 - 04/2011, Kozhikode,Kerala