



# Mahadeer Mohamed

Accurate and Detail-oriented finance professional skilled at managing accounts payable, preparing income report and maintaining all accounting records and files. Possess an MBA with focus in finance.

**MOBILE NUMBER:** [+971-509692773](tel:+971-509692773)

**GMAIL:** [mahadeer8@gmail.com](mailto:mahadeer8@gmail.com)

**ADDRESS:** Sharjah, United Arab Emirates.

**NOTICE PERIOD:** READY TO JOIN IMMEDIATELY

## EDUCATION

### **Master Of Business Administration (Financial management)**

Annamalai University, IN

May 2017 – April 2019

### **Bachelor Of Business Administration**

Bharathidasan university, IN

June 2014 - April 2017

## WORK EXPERIENCE

### **❖ Store In-charge.**

JPC Electric FZC,

Sharjah Airport Free Zone, Sharjah, United Arab Emirates

August 2023 – At present

### **Roles and Responsibilities:**

- Maintain accurate records of all items in the store.
- Conduct regular stock checks and audits.
- Receive incoming shipments and verify the contents against purchase orders.
- Inspect and assess the quality of received goods.
- Document any damaged or missing items and process returns or claims as needed.
- Keep accurate records of items issued to production.
- Maintain detailed records of all transactions and inventory movements.
- Collaborate with purchasing and procurement departments to maintain adequate stock levels.
- Communicate with various departments or teams to understand their inventory needs.
- Address any discrepancies in inventory, such as shortages or overages.
- Resolve issues related to damaged or defective products.
- Maintaining all store documents and invoices
- Filing the documents and other clerical works

- Performing inventory inspection and recording supplies and stock necessary
- Implement first-in, first-out (FIFO) or other appropriate stock rotation methods to minimize wastages.
- Ensure compliance with safety regulations in the storage area.
- Implement security measures to prevent theft or unauthorized access.

## ❖ **Junior Accountant Payable**

**City Star Hypermarket,  
Khalifa city, Abu Dhabi, United Arab Emirates  
November 2021 – February 2023**

### **Roles and Responsibilities:**

- Update And Posting the Daily Purchase Invoices in Inventory
- Post and process journal entries.
- Update accounts payable and perform reconciliations.
- Assist with accounts payable.
- Arranging the invoices as per SOA
- Preparing the cheque to the suppliers
- Update accounts receivables.
- Handling the petty cash transactions
- Verify The Petty cash Invoices Daily and Posting them to Various accounts.
- Maintaining all documents and invoices
- Filing the documents and other clerical works
- Working with Spread sheets, Sales and Purchase Ledger and Journals
- Prepare and Submit Daily sales Report.
- Recording transactions such as income and outgoings
- Updating and maintaining records of all payments
- Verify that transactions are recorded in the correct day book.
- Performing inventory inspections and recording supplies and stock as necessary
- Inspecting stock, If any faulty items or inconsistencies Make Goods Return Voucher GRV
- Assist with senior accountant in the preparation of monthly and yearly closings.

### **TECHNICAL SKILLS**

- Certified Diploma in Logistics and Supply Chain Management
- Tally Software (Certified Tally ERP 9)
- Microsoft Excel
- V lookup, Pivot Table, Outlook

## **SOFT SKILLS**

- Problem Solving
- Attention to Detail
- Interpersonal
- Clerical Knowledge
- Time Management

## **CORE OF STRENGTH**

- Ability to work independently or as a part of team.
- Ability to find solutions and overcome problems.
- Good interpersonal skills and analytical skills
- Specialized in accounting software like Tally, Ritz etc.,
- Strong desire to work in various platforms according to requirements and eagerness to learn.

## **PERSONAL DETAIL**

Date of Birth	: 22 July 1996,
Nationality	: Indian
Father's Name	: Mohamed Ali
Marital Status	: Single
Language Known	: English (Fluent), Tamil (Native), Hindi
Passport Number	: V1299622

## **DECLARATION**

I hereby declare that the information furnished above is genuine to the best of my knowledge and belief it would be my pleasure if I were given a chance to work in your esteemed Organization.

(Mahadeer Mohamed)