

PEER MOHAMED IRSHATH. M

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Location: Hor Al Anz, Deira, Dubai



Career Objective:

A hard-working individual who have a good knowledge in organizing accounting data, preparing financial reports and maintaining the utmost confidentiality. Possess a Bachelor Degree in Commerce and Expertise in MS Office suite, Oracle and Tally. Seeking challenging position which could help me learn new skills and deliver my potential along with the growth of the Company.

Educational Qualifications:

- Bachelor of Commerce (B. Com) from **Sadakathullah Appa College** Affiliated by **Manonmaniam Sundranar University (2015-2018)** with **6.8 CGPA**
- Higher secondary from Al-Hudha Higher Secondary School
- SSLC from Rani Matriculation Higher Secondary School.

Key Skills:

Warehouse Supervisor | Inventory Analyst Operations | Account Executive| Supervisor |Cashier | Customer Support Executive | Tele Caller.

Employment Details:**Warehouse Supervisor.**

Aramex Emirates LLC Project Dubai Health Authority WareHouse, Dubai UAE FEB 2022 – Present

- Analyze shipment logs.
- Review timeliness of scheduled deliveries.
- Track inventory levels
- Order new supplies in a timely manner
- Constantly work to improve processes
- Make suggestions for productivity improvements
- Optimize employee workflow
- Determine and track the most important warehouse KPIs
- Ensure that facility equipment is properly maintained.
- Communicate and collaborate with other team members
- Train, guide and evaluate new warehouse workers.
- Track expenses related to fuel, storage, and truck maintenance.

Account Executive in Professional Couriers (Pvt) Ltd, Chennai from Aug, 2020 to Jan, 2022.

- Prepare the All Voucher.
- Compile and sort invoices, bills and checks.
- Maintain accounts and records for all billing and maintain files for same.
- Maintain knowledge on all account information and monitor all invoices and statements.
- Maintain and prepare reports for accounts and analyze variance according to Organization policies
- Execute Accounts Software Operations.
- Verify documents maintaining business transaction.
- Reconcile Bank Statement and other accounts statement.
- Preparing Financial Reports Such as Balance Sheets, Income Statements, Invoice and Other Documents.
- Handling Sensitive or Confidential Information with Honesty and Integrity.

Cashier in Smile Super Market, Tirunelveli from June 2019 to July 2020.

- Collect cash, checks, and credit card payments from customers.
- Make change accurately and efficiently.
- Issue receipts to customers.
- Deal with returns and refunds as necessary.
- Maintain cash control over register drawer and verify amounts are correct.
- Answer customer questions as they arise.

Executive-Tele Caller in Bharat Airtel PVT. LTD., Chennai from June 2018 to May, 2019.

Responsibility:

- Answering phones and explaining the product and services offered by the company.
- Contacting existing customers as well as prospective customers using scripts.
- Obtaining customer information and other relevant data.
- Asking questions to the customer and understanding their specifications.
- Resolving queries and issues related to the products and services.
- Making recordings of all the sales phone calls and sales deals.
- Taking and processing product orders in a professional manner.
- Maintaining the database of the customers on a regular basis.
- Suggesting solutions based on customer's needs and requirements.

Certification:

- Completed the **Tally ERP9** Accounting Software.

Computer Skills:

- **MS Office Tools**
 - Word, Excel, Power Point
- TYPING SPEED 35 WPM
- **Accounting Software**
 - Tally ERP 9.
 - Oracle.

Strengths:

- Excellent analytical skills.
- High energy and concentration level.
- Excellent communication and written skills.
- Strong commitment to the job.
- Good interpersonal and organizational skills.
- Ability to work autonomously and as a part of a team.

Personal Profile:

Date of Birth	:	30.06.1996
Nationality	:	Indian
Marital Status	:	Married
Languages known	:	English, Tamil & Hindi
Passport No	:	P7209750
Visa Status	:	Employment Visa

Declaration:

I do hereby declare that the above-mentioned information is correct up to my knowledge and I bear responsibility for the correctness of the particulars.

Peer Mohamed Irshath. M