



## MOHAMED HANIFA ABDUL HASSAN

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Jebel Ali Freezone, Dubai  
United Arab Emirates.

### STRENGTHS

- Optimistic
- Honest
- Hard Working
- Self-Motivated
- Adaptability.

### PERSONAL SKILLS

- Interpersonal Skill
- Communication Skill
- Group Involvement
- Work Under Pressure
- Time Management.
- Cash Handling
- Inventory Management and Stock Control.

### PASSION

- Customer Service
- Admin Work
- Data Entry

### SOFTWARE KNOWLEDGE

- TALLY ERP
- MS EXCEL
- MS WORD
- MS POWERPOINT
- ORACLE & OUTLOOK

### PASSPORT

Passport No : S9974473  
Data of Issue : 07/11/2018  
Date of Expiry : 06/11/2028  
Visa Status : Employment  
last working day 15<sup>th</sup> July 2024.

# CURRICULUM VITAE

## OBJECTIVE

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

## EDUCATIONAL DETAILS

- **Bachelor of Commerce** Jamal Mohamed College, Tiruchirappalli, Tamilnadu, India.(2017 to 2020).
- **Higher Secondary Education** State Board of Tamilnadu, India.(2015 to 2017).
- **Tally ERP 9** Bharathidasan University, Tamilnadu ,India.(2018).
- **PG Diploma in Computer Application** Infiniti Private Institute, Tamilnadu, India.(2019).

## CURRENTLY WORKING

- Currently working with DP WORLD (BOXCARE FZE) as a **BILLING CLERK / CASHIER** since MARCH 2021 till Date

## WORK EXPERIENCE

- Worked as a **TALLY CLERK** at DP WORLD UAE

## DUTY AND RESPONSIBILITIES OF BILLING CLERK



- Generate and distribute customer invoices accurately.
- Verify billing data and resolve any discrepancies or issues before invoice.
- Record all transactions in Microsoft excel & oracle Cloud.
- Ensures excellent customer service and customer convenience through good communication.
- Following company policies and procedures regarding cash handling, customer service, and safety regulations.
- Updating accounting records with issued invoices, processed payments, new balances, and customer contact information.
- Completing financial reports on a regular basis and providing information to the finance team.

## DUTY AND RESPONSIBILITIES OF TALLY CLERK



- Receiving, checking, incoming goods daily. (MARCH 2021 to APRIL 2022)
- Preparing goods received notes and goods delivery notes.
- Printing of delivery barcodes, and customer address labels.
- Accurately updating all data into computer systems.
- Dealing with customer enquiries regarding damaged or missing goods.
- Check bill of entry, goods invoice, packing list receive goods.
- Ensures excellent customer service and customer convenience through good communication and responsiveness.

## PERSONAL DETAILS

Name : MOHAMED HANIFA ABDUL HASSAN  
Date of Birth : 17/03/2000  
Religion : Muslim  
Nationality : Indian  
Language Known : English, Tamil, Malayalam, and Hindi  
Sex : Male  
Marital Status : Unmarried

## DECLARATION

I hereby declare that the above-mentioned statement is true to the best of my knowledge and belief.