

MOHAMMED SHAMEEM K V



Email:

shameemmohammedklb@gmail.com

Address for Communication:

Kottila valappil House
Kololamba (PO) Edappal (via)
Malappuram District
Pin code-679576
Kerala
India

Permanent:

Kottilavalappil House
Kololamba (PO) Edappal (via)
Malappuram District
Pin code-679576
Kerala
India
Mob:+91 9995884162
Uae No: 971503469840

Personal Data:

Date of Birth : 24/05/1989
Sex : Male
Father : Basheer KV
Nationality : Indian
Marital Status : Single
Mother Tongue : Malayalam
Languages Known : English,
Malayalam,
Hindi.
Blood group : B+ve

Profile

Gulf experienced professional work exposure in a well-known Retail company. Possess expertise in Warehouse Operations Inventory Control, logistics coordination and effective liaison with suppliers & vendors. Good knowledge of packing & receiving process. Proactive and dedicated team player with high degree of attention & commitment to work; highly compliant in providing excellent service; responsive to leading change and highly motivated in achieving targets. Sincere, hardworking, and self-reliant with zeal to learn new technologies and work independently in a fast paced environment.

Education

- B.A Economics
- H.S.E
- S.S.L.C

Skills

- Good Interpersonal skills.
- Willingness to learn and determined.
- Extreme dedication.
- Keen interest in innovations.
- Adaptability
- Honest and Sincere Professional Attitude.
- Dedication towards goal.
- Excellent inter personal skill and communication skills.
- Comprehensive problem solving abilities.
- Excel in meeting objectives through use of independent action, prioritization, persistence and leadership skills.
- Adapt quickly to diverse management and client styles
- Reorganized for dedication and the ability to achieve results
- Organized with exceptional follow through abilities and comprehensive grounding in management
- Use humor, positive attitude, and high standards to motivate staff to excellence.

Technical Expertise

- MS- Office : incorporates Word, Excel, Power point, Access
- Tally ERP: 9 : Daybook, Bank Reconsideration, F/ac etc.
- Mycom : GRN, GRV, TRN, Receive, Cash Counter Closing, DSR, Invoice Managing, Bank Transaction, Warehouse Inventory, Filing.

- Database : SQL server
- Other software : MS- Office.

Extra-Curricular Activities

- Social networking.
- Listening music, Cooking, Gardening.
- Actively participated in social works

Academic Details

Year	Institution	Course	Marks
2006	D H O H S S POOKARATHARA	S.S.L.C	72%
2006–2008	G H S S EDAPPAL	H.S.E	70%
2008-2011	SREE KRISHNA COLLEGE ,Guruvayur	B.A Economics University Of Calicut	51%

Working Experience

Worked as a Data entry operator/Inventory Analyst and HR Coordinator at AL MADIAN Group of companies Hypermarket Supermarket and Dept Stores UAE 2017-2020

- planning, coordinating and monitoring the receipt, order assembly and dispatch of goods;
- Invoice Entries And Cross Checking.
- Preparing GRN, GRV, Credit not, Transfer,
- Checked Invoice With Payment Made.
- Preparing Journal Vouchers
- Receiving and Invoice Cross Checking.
- Make sure of GRV clearance, contacting the suppliers who not willing to clear the grv and damaged, making suitable solution.
- Receiving DC Invoices and GRV
- Preparing Weekend and Mid Week Offer
- Preparing Staff Attendance and HR works etc.
- Preparing Staff Punching Report.
- Adding New Staff Punching.
- Preparing Staff Evaluation Report.
- Making Staff Monthly meeting.

**Worked as a Data entry operator and Head cashier at KRC INTERNATIONAL (FRESH N MORE)
Hypermarket Supermarket and Dept Stores UAE 2015-2017**

- planning, coordinating and monitoring the receipt, order assembly and dispatch of goods;
- the recruitment and training of staff, as well as monitoring staff performance and progress;
- motivating, organizing and encouraging teamwork within the workforce to ensure productivity targets are met or exceeded;
- producing regular reports and statistics on a daily, weekly and monthly basis;
- briefing team leaders on a daily basis;
- visiting customers to monitor the quality of service they are receiving;
- maintaining standards of health and safety, hygiene and security in the work environment, for example, ensuring that stock such as chemicals and food are stored safely;
- Overseeing the planned maintenance of vehicles, machinery and equipment.
- Supervising good arrangements (Right things in right position in good condition)
- Make sure of GRV clearance, contacting the suppliers who not willing to clear the grv and damaged, making suitable solution.
- Keeping good relation to the staff for making work easier and perfect.
- Checking the report every weekly and also in monthly.
- Preparing GRN, GRV,
- Checked Invoice With Payment Made.

**Worked as a Accountant and Data entry operator at ASSABAH ARTS AND SCIENCE COLLEGE
VALAYAMKULAM under University of Calicut 2013-2015**

- University Online Registration.
- Documentation & Filing.
- Updating Personal Record For Each Individual Person.
- Follow up with all the guidelines put in place by Corporate Office.
- Preparing Time Sheets.
- Invoice Entries And Cross Checking.
- Preparing Salary List.
- Preparing Letters and Documents.

**Worked as a STOREKEEPER and BILL CHECKER at Nellara Group of Companies Palakkad
2012-2013**

- Invoice Cross Checking
- Receiving Properly
- Quantity and Quality Checking
- Bill Taking

Worked as a CASHIER and Billing at Priya Fabrics Kochi Palarivattom 2011-2012

- Strong IT, database and communication skills.
- Excellent interpersonal skills and a professional telephone manner.
- Proven decision making skills.
- Able to react quickly and effectively when dealing with challenging situations.
- Assisting departments with queries on documentation requirements & submissions.

Indian Driving Licence

Licence No : KL54 20100003382

Validity : 26-07-2030

Reference

Mr. Anwar K
(Purchase Manger, KRC Fresh n More UAE)

Mr. Kunhibappu A K

(Rtd Sales Tax Officer)

Mob 9946658328

Declaration

I hereby declare that the above-furnished details are true to the best of my knowledge.

Date:

yours faithfully,

Place:

MOHAMMED SHAMEEM K V