



# MOHAMED FISHAN S

## CONTACT

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## ACADEMIC CREDENTIALS

### BACHELOR OF COMMERCE | 2021

- MS University, Tirunelveli

### HIGHER SECONDARY | 2018

- Board of Higher Secondary Examination, Tamil Nadu
- Badharul Islam Higher Secondary School, Kaliakkavilai

### SSLC | 2016

- Board of Public Examination, Tamil Nadu
- Badharul Islam Higher Secondary School, Kaliakkavilai

## COMPUTER PROFICIENCY

MS Office	★ ★ ★ ★ ★
Tally	★ ★ ★ ★ ★
SAP	★ ★ ★ ★ ★
ORACLE	★ ★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★

## CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

## KEY SKILLS

- Energetic
- Leadership
- Presentation & Professional Speaking
- Decision Making
- Organization skills
- Flexibility
- Adaptability
- Critical thinking
- Excellent problem-solving skill

## EMPLOYMENT CHRONICLE

### UAE EXPERIENCE

**CASHIER CUM ACCOUNTANT | Nov 2022 – Present**  
**TRANSGUARD GROUP LLC, (DUBAI CUSTOMS)**

- Provides a positive customer experience with fair, friendly and courteous service.
- Resolves customer issues and answers.
- Collect payments whether in cash or card.
- Prepares Exit Entry Seal Charge.
- Prepares inspection seal charges.
- Payment of fine charges, auction charges through Oracle software.
- Prepares remittance using Oracle software.
- Financial forecasting and risk analysis.
- Deposits cash through CDM machine.
- Prepare accurate, timely financial reports of company expenditures following the established schedule.

### INDIA EXPERIENCE

**DATA ENTRY OPERATOR | June 2021 - June 2022**  
**LULU INTERNATIONAL SHOPPING MALLS PVT LTD**

- Gathering, collating, and preparing documents, materials, and information for data entry.
- Conducting research to obtain information for incomplete documents and materials.
- Reviewing all documents and information for accuracy and informing the supervisor of any errors or inconsistencies.
- Capturing data into digital databases and performing regular backups.
- Updating and maintaining databases, archives, and filing systems.
- Generating and exporting data reports, spreadsheets, and documents as needed.
- Post and process journal entries to ensure all business transactions are recorded.

## AREA OF EXPERTISE

- Ability to create and maintain effective business relationship customer.
- Ability to work flexible hours.
- Excellent interpersonal & co-ordination skills.
- Hardworking, perseverance to work related problems, punctual, enthusiastic.
- Ability to prepare b2b billing process.
- Ability to create purchase orders.
- Ability to work as part of a team towards individual & shared goals.
- Self-motivated with the ability to work on own initiatives and under pressure.

## LANGUAGES KNOWN

- English
- Hindi
- Tamil
- Malayalam (Mother Tongue)

## PERSONAL DOSSIER

Gender : Male  
Date of Birth : 26/09/2000  
Nationality : Indian  
Marital Status : Single

## PERSONAL INTEREST

 Songs     Travelling     Reading

## REFERENCE

- Available upon request

## JUNIOR ACCOUNTANT CUM CASHIER | Aug 2019 - May 2021

### AR STYLES

- Update accounts receivable and issue invoices.
- Update accounts payable and perform reconciliations.
- Assist with reviewing of expenses, payroll records.
- Assist with other accounting projects.
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.
- Assist senior accountants in the preparation of monthly/yearly closings.

## CASHIER (PART TIME) | May 2018 - Jun 2019

### FRUIT & BAKE

- Collect cash, checks, and credit card payments from customers.
- Make change accurately and efficiently.
- Maintain cash control over register drawer and verify amounts are correct.
- Balancing the cash register and generating reports for credit and debit sales.
- Processing refunds and exchanges, resolving complaints.
- Operating scanners, scales, cash registers, and other electronics.
- Maintaining a clean workspace.

## PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

## PASSPORT DETAILS

Passport Number : U2353375  
Date of Expiry : 22/11/2030  
Date of Issue : 23/11/2020

## DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above mentioned particulars.

**MOHAMED FISHAN S**