

MUHAMMED SHABEER P

Accounts cum inventory

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UAE



CAREER SUMMARY

Experienced in day-to-day accounting processes and applicable regulations. Dedicated to maintaining accurate records with attention to detail and expert financial knowledge. Knowledgeable SAP consultant with detailed experience leading SAP system integrations. Dedicated and detail-oriented administrator with 1 year of experience in managing office operations, streamlining processes, and ensuring efficient workflows. Seeking to contribute my skills and expertise to a dynamic team.

EDUCATION

BACHELOR OF COMMERCE

April 2019

University of Calicut –Kerala India

IFA (International Financial Accounting) – IIA, Thrissur

HARD SKILLS

- SAP MM
- Tally
- MS Excel
- MS Word
- Outlook

SOFT SKILLS

- Communication skill
- Teamwork
- Problem solving
- Adaptability

WORK EXPERIENCE

Accounts cum inventory

Feb 2023 - July 2024

*Western Group of Companies (Nesto) Dubai,
UAE*

- Interacted with prisoners daily in regards to property, mail and store-bought goods.
- Inventoried belongings of prisoners after they were admitted.
- Counted, weighed and measured goods received or issued.
- Unpacked incoming goods, wrapped and packed outgoing goods.
- Complete prisoner evaluations and disciplinary reports.
- Processed invoice payments and recorded information in account database.
- Communicated with clients, partners and integral departments
- Resolve issues and provide clarification on financial matters.
- Assisted with delivery high quality SAP HANA advisory and delivery work streams.
- Recording all daily financial transactions
- Supporting the senior accounting team
- Follow-up and assist in correcting un-reconciled entries to maintain balanced SOA between WME and Suppliers.
- Managed all payment processing, invoicing and collections tasks.
- Processed invoice payments and recorded information in account

- Resolve customer complaints, guide them and provide relevant informations.
- Provides a positive customer experience with fair, friendly, and courteous service.
- Registers sales on a cash register by scanning items, itemizing and totaling customers purchases.
- Handle billing and payment processing efficiently and accurately.
- Address customer inquiries, requests, and concerns promptly and effectively.
- Assist in maintaining a clean and organized counter area.

ACHIEVEMENTS

- Developed a rapport with regular customers, building loyalty and increasing repeat business by 15%.
- Resolved customer complaints and issues, resulting in a 95% satisfaction rate.
- Increased store revenue by 10% through upselling and cross-selling techniques

LANGUAGES

- English
- Hindi
- Malayalam

PERSONAL INFORMATION

Nationality : India
Gender : Male
Visa status : Employment Visa

DECLARATION

I hereby declare that all the information given above is true and correct to the best of my knowledge.