**Curriculam – vitae**

**MOHSIN**

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| **Objective** | |
|  | Looking forward for a challenging and rewarding opportunity to utilize best of my ability and knowledge.  **Educational Qualification:**   * **S.S.C** Passed * **H.S.C** Passed * **B.Com** passed   **Computer Skills:**   * Diploma in advance computer programming from M.H Saboo siddik polytechnic. |
| **Professional Experience:**  **Currently Working**  **1.National Bulk Handaling Corporation Pvt Ltd.( Temalease)**  **Profile:-Officer (Trade Faclitors& Corporate)**  Department (Head Officein (Operation)  Duration :- Feb 2015 to till Date 8 December 2016  **Responsibilities :-**     * Currently Handling Trade Facilitation (TF) Cases which we provide services to our client i.e. Retailer’s / Traders’ s behalf of them we procure &storage the commodities stock in our warehouse for maintain & control allover Stock till release’s. My part for this process to keeping record of Stock’s Inward & outward in warehouse i.e. Bags/Quantity/Quality with follow up for Resolution & smooth coordination between fields to HO… * Maintain MIS for Billing & Audit purpose for the same update to client in monthly basis for smooth process…. * Checking Management Approval / All document for inward (CAD/Weighment Slip/Goods Receipt note) & Delivery Order confirmation received from Accounts all transaction update in **ERP System** then forward to field as well as client reference. * Appoint H&T Agent as per our best Quotation in behalf of Client for handling & transportation of stock to warehouse after completion procedure of procurement with arranging transit Insurance. * Forwarding Commodities Quality Certificates (Analysis & Testing report) to client at the time of Arrival / Dispatch from warehouse & keeping calculation sheet of Gain/Loss in overall stock’s for full & final settlement. * Complying, Reconciliation in MIS after receiving DTR  from field level at daily basis and then Forwarding the Monthly Stock Statement to Billing & Auditing Purpose.Booking   **2. SysSoft Infotech India Pvt Ltd (National Operating center of Ratnakar bank ltd)**  **Profile:Senior Executive (Loan Boarding Team)**  Department (Agri Retail Asset Operation)  **Duration :** Feb 2013 to Feb 2015     * Publishing Agri MIS on daily Basis. * Disburse the agri loan * Booking Commodity loan through **E-commodity Based Financing System(ECBF) software** * Processing the financial transaction related to customerpayment of loan in finacle.(RTGS & NEFT) * Reconciliation of general ledger account * Coordinating with RM for loan booking and repayment * Loan processing of Agri retail loan and Agri corporate loan   **3. Syssoft Infotec Pvt Ltd. (IDBI BANK)**  **Profile:Junior Associate (Banking & Card Department)**  **Duration :** April-2006 to Oct 2008  Transfer the money to customer gift card & world currency card account  Through Finacle software.  **Gulf Experience:**  **4.Al Othaim Commercial Company**  **Profile: Computer Operator**  **Duration:**Feb 2009 to Nov 2012   * Handling suppliers invoice, purchase orders and encoding it thru online * Using JDA software as company receiving and return procedres. * Preparing daily receiving and return reports and endorsing it to Storekeeper. * Responsible for all the computer minor problem in the branch   Software and hardware.  **Declaration**  I hereby certify that the above given information are true and correct to the best of my knowledge.  Place :- Mumbai  Signature | |
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