**Curriculam – vitae**

**MOHSIN**

**MOHSIN.350621@2freemail.com**

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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.
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| **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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