**Curriculum Vitae**

 **Mohsin**

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##### **OBJECTIVE**

**TO UTILIZE MY SKILLS AND EXPERIENCE GAINED OVER THE LAST FEW YEARS FOR THE GROWTH OF THE COMPANY AND BE A VALUE ADDITION FOR MY EMPLOYER**

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| **SYNOPSIS** |
| * **21 years of Work Experience** including **9 years in UAE** * Experience in Management, Sales & Accounts * Well organized and able to manage multiple tasks effectively * Expertise in Managing and Organizing day to day Office work * Planning and Organizing skills * Commercial thinking and financial insight * Excellent teamwork, collaboration, and communication skills * Analytical thinking and Problem solving skills * Excellent Communication Skills in English, Persian and **Arabic** * Knowledge of Indian, UAE and East African Markets * Good Research ability * Well versed with MS office, Tally, Focus RT, Customized Inventory-Store Applications, databases including Hoover's, Venture Source, One Source, Thomson Financials, Perfect Information, Reuters Research, Dealogic, Factiva, Bloomberg, etc. * Good experience in Procurement and Sales of Industrial Hardware & Engineering Goods * Negotiate with vendors to achieve optimum cost and quality within the budget |

**PROFESSIONAL EXPERIENCE**

**February 2011 to November 2016**

**Managing Director,** Mohsin Anwar Trading LLC, **Dubai UAE**

Managing Import / Export & Local supply of Industrial Hardware & Engineering Goods

* Providing the right products to the Customers in most competitive price is the aim
* Towards achieving this aim, working diligently towards the Customer enquiries, providing the prices and arranging deliveries of the products
* Manage and ensure the timely procurement and supply of goods from local and foreign markets
* Review the quoted price offers received from suppliers
* Seek new suppliers by performing **market research** for products quality and prices as necessary
* Researching the products thoroughly by using Internet among other tools
* Ensure proper prices are quoted from suppliers, by resourcing multiple quotations from more than one supplier; and by reviewing suppliers' portfolios of evaluation and history tracking.
* Ensure that the most sufficient ordering procedures are followed to reduce generation time and maximize automation of order processing
* Transmits and prioritizes approved purchase orders and supporting documents to supplier
* Follow up on updating order status sheet to expedite late shipments and avoid Out Of Stocks.
* Supervise the tracking of containers and shipments, by following up with the Logistics officers on the estimated times of arrival, and shipments status
* Ensuring Accounts are properly maintained in Tally ERP
* Managing Credit Control of the Company
* Building Customer base by contacting potential Customers through Phone, Email and Personal Visits
* Attend exhibitions related to the company’s field of work, by visiting stands and communicating with potential suppliers and customers

**September 2007 to November 2010**

**Accountant,** Nona General Trading LLC, **Dubai UAE**

##### Nona General Trading LLC was founded in the 2004 and is one of the leading companies in UAE dealing in well-known K2 Brand of Sports Items, Eagle Stationery, Lamy Pens etc

**Job Responsibilities**

* Supervising a team of people for Sales, Banking, Logistics and Administrative work
* Daily Monitoring of the Bank position and preparing daily Bank Status Report for the Management
* Managing Complete Accounting functions in Focus RT including Accounts Payable and Accounts Receivable
* Customizing Focus RT and generating various reports for the Management
* Interacting with Bank and Bank Reconciliation
* Managing Credit Facilities Portfolio of different banks including Documentary Letters of Credit, Trust Receipt, Cheque Discounting, Bill Discounting and their related correspondence
* Making Invoices for clients and Reconciling the suppliers Invoices
* To send periodically, invoices and statements along with delivery notes to customers.
* Follow up with clients for Payment
* Managing complete shipping and logistics work including Establishing Freight rates, Delivery Schedule of Shipments and ensuring that the shipments meet deadlines and / or contractual requirements
* Managing all Customs Documentations related to Import and Export of goods
* Bill wise and Ageing Analysis of Creditors and Debtors
* Timely delivery of invoices, payments, reports and statutory documents.
* Coordinating with sales / marketing departments for smooth execution of sales contracts
* Expertise in Managing day to day Office work including allocation of work to staff

**September 2006 till August 2007**

**Research Associate at Integreon Managed Solutions (KPO) - Mumbai**

**Job Responsibilities**

* To provide business information and library services to investment banking and professional services clients
* Extract, format and deliver accurate, complete and relevant results from multiple databases to meet a wide variety of qualitative and quantitative information/data requests for US and UK based customers (bankers and consultants). Multiple databases used include Hoover's, Venture Source, One Source, Thomson Financials, Perfect Information, Reuters Research, Dealogic, Factiva, Bloomberg, etc.
* Interact directly both by telephone and email with US and UK based customers to provide high level professional customer service
* Learn and follow research process best practices for a broad range of research products, using analytical abilities and judgment to select most relevant research content for delivery to customer
* Willing to problem-solve and “go the extra mile” when confronted with challenging situations such as inability to easily find information about a particular company or individual
* Perform both basic and complex tasks with a high degree of accuracy, consistency and in a timely manner with the ability to meet productivity goals and to estimate workload and turnaround
* Ability to work under time pressure and juggle priorities/ multi-task in quick work turnaround situations
* Fulfilling various Research Requests, doing Company Profiles, getting Equity Research Reports, Market and Industry Research Reports etc.

**September 2002 to August 2006**

**Accountant,** Ali Zehra International, **Mumbai**

**Job Responsibilities**

* Managing Receivables & Payables among other accounting duties
* Recording all accounting transactions is Tally 7.2 and reporting of financial transactions, Preparation of Financial Statements.
* Evaluating customer quotes on payment terms and providing recommendations
* Following up on customer payments and developing effective relationship with customer’s accounts department
* Responsible for processing tax returns, tax planning and filing forms & documents relating to Income Tax & Sales Tax returns
* Supervising the day to day Administrative work
* Supervising the Purchase and Sales of Industrial Hardware & Engineering Goods
* Preparing Sales Orders and Invoices and ensuring proper delivery of goods to Customers
* Reconciling customer accounts
* Maintaining proper filing of receivables along with signed delivery notes
* Assisting in Customs Documentation and Logistics activities.
* Controlling the Office Assets and providing needful support to other departments
* Monitoring Ageing Analysis and generating necessary reports

**July 95 to Aug 02**

**Accounts Assistant,** Shabbir Trading Corporation, **Mumbai**

**Job Responsibilities**

* Maintaining the Purchase and Sales of Goods in Tally
* Completing all the Accounting Entries
* Handling Customer Sales Enquiries and responding accordingly
* Sending periodically, invoices and statements along with delivery notes to customers and Reconciling customer accounts
* Report to the management on the Receivable dues, collections and recommendations
* Maintain Sales Tax related forms and submit to Sales Tax authority.
* Preparation of Monthly/Quarterly and Yearly Sales Tax
* Responsible for processing tax returns, tax planning and filing forms & documents relating to Income Tax & Sales Tax returns
* Taking the Inventory of the Stock in the shop on regular basis and ordering the goods needed, from the Suppliers

##### **ACADEMICS**

* Bachelor of Science – with First Class, Mumbai University, India in 1993
* **Pursuing PGDBA (Finance)** through Symbiosis Institute of Distance Learning, Pune

##### **COMPUTER PROFECIENCY**

* MS Office (Word, Excel, Power point, Access),
* Tally ERP 9,
* Focus 6 & RT,
* Multiple databases including Hoover's, Venture Source, One Source, Thomson Financials, Perfect Information, Reuters Research, Dealogic, Factiva, Bloomberg, etc

**DRIVING LICENSE – Having Valid UAE Driving License**

**VISA STATUS -** UAE Employment Visa