

**MOHIT**

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**ADMINISTRATION ACCOUNTS AND HR**

Nearly 5 years of experience expertise in managing the functions of administration Human Resource and Accounts.

**Career Summary**

an Administrator & Accounts or Human Resource. I am a highly capable and experienced Administrator & Account professional. In addition to my fluent communication skills in **Arabic**, English and Hindi, I offer significant abilities and experience in organizing prioritizing, confidentiality of documents, and detailed preparation of reports and projects. My ability to get along well with others to make necessary adjustment to meet deadlines and effectively coordinate in fast-paced environments have all contributed to my growth in this field and my employers placing a significant degree of trust in me.

Sound communication and influencing skills, excellent customer service skills, superior management skills.

Significant experience in Administrative, annual accounts, managing the function of customer service, Sales, Retail shop management, Administration and Government Taxations Calculations and Clearances.

Possess excellent communication skills, decision making, analysis, team building and problem-solving skills

**Career Time Line**

**Achievements**

Professional **Experience**

Played a key role in identifying various risks and delivering cost effective solutions

**Since Feb’12-Jan’17: House of Perfumes for Gifts & Novelties, Khartoum, Sudan**

**As Manager**

**Responsibilities Across Assignments**:

Identified trends & common beneficiaries, through review & analysis of transactions of low, medium or high-risk clients

* Managing customer data base and documentation and period review.
* Updating Invoices & collection from clients.
* Assist with inquiry of products and orders.
* Identifying the customer’s needs.
* Work with the team to insure customer service is being delivered.
* Updating new products for customers.
* Direct Sales.
* Managing warehouse & its stock.
* Marketing Products.
* Prepare marketing reports through sales data.
* Monitoring budgets by comparing and analyzing actual results with plans and forecasts.
* Dealing with the Third-Party Seller/Client.

Promptly resolved banking queries related with invoices, details and other relevant documents

* Carry out all the Duty & Responsibility that as Business owner has to carry.

 **March’17-Feb’18:Mulook Shoes Company, Khartoum, Sudan**

 **As Accountant**

 **Significant Achievements:**

* Updating the journal entries, ledger entries & cash book.
* Handling the entire operations like writing custom duty letter to bank for clearance.
* VAT monthly calculations and submission at taxation office.
* Arranging documents of imports goods and file them.
* Managing distributer accounts.
* Custody security cheques, and timely deposition of cheques in to the Bank.
* Calculation of staff salary.
* Calculation of sales team commission.

**Education:**

* El Mashreq University for science and Technology, North Khartoum – SUDAN.

Degree: Bachelors’

Major: Business Administration – Human Resources

Grade: Very Good

Year: 2008 – 2012

* African Council for Private Education School, Madani – SUDAN.

Degree: Secondary School Certificate

Grade: Very Good

TECHNICAL Skills:

* Microsoft office
* Others: sound communication, customer service skills, good interpersonal and influencing skills.

PERSONAL INFORMATION:

 Date of Birth: 27th of December 1991

Marital status: Married

Citizenship: Indian

Languages known: **ARABIC , English, Hindi, Gujrati**

Location Preference : UAE/Malaysia/Australia