 ***CURRICULUM-VITAE***

IBRAHIM

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**Objective:**

To indulge myself into my chosen profession where I can apply all the knowledge that I have acquired in college as well as to interact with people from different walks of life To gain new skills necessary to the enlistment of my personality and career To be able to work effectively and to become one of the assets of your respective company

Position Applied: / Accountant/ Warehouse Supervisor / Sales Executive

WORK EXPERIENCE

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| Green Mountains Environment & Transport | Accountant /Logistic Chain supervisor | From May 22, 2014 To at Present |
| Al-Iman fact. Co. Ltd. | Accounts Assistant | From March 19, 2005 To March 07, 2012 |
| Al-Iman fact. Co. Ltd. | Sales Coordinator | From Feb. 02, 2000 To March 18, 2005 |

EDUCATION

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| Secondary | S.B.D. Poddar higher secondary school 1986 |
| College | S.S .Pareek College Jaipur [B.COM. in accountancy & costing] 1989 |
| University | Rajasthan University Jaipur [M.COM. in Business Administration] 1991 |

ITS Skills: Windows Office, Oracle (Syros), QuickBooks & SAP

**Having Driving License (UAE, KSA & INDIA**)

JOB DESCRIPTION

**(A) Accountant**

**Job role**

• Prepare and submit monthly management and financial accounts and related working schedules on  
 stipulated deadlines.   
• Maintain data integrity and accuracy at all times.  
• Entering of data relating to all the financial transactions.  
• Maintain accounting data files in a manner specified and maintain confidentiality of financial data.  
• Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions;  
 resolving discrepancies.  
• Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.  
• Summarizes financial status by collecting information; preparing balance sheet, profit and loss, and  
 other statements.  
• Maintain and continuously update the files relating to Collections, Project Budgets and other  
 accounting related matters.  
• Observe the requirement of the policies and procedures.  
• Ensure the cut off procedures is followed for monthly accounts for all transactions affecting revenue,  
 cost, assets and liabilities including related party transactions.  
• Maintain capital expenditure file for the company and cross check the items physically at specified intervals.  
• Frequent visit to stock locations and ensure proper recording of the data therein with adequate  
 records maintained for audit purpose.  
• Keep the Sr. Accountant informed about routine issues in general and exceptional items in particular.  
• Suggest improvements on day to day accounting procedures.  
• Participate and play a key role in the activities of accounting department.  
• Liaise with other departments and provide efficient accounting support in a timely manner.

Key skill

• Proactive self-starter.  
• Enjoys problem solving and has strong analytical ability.  
• Experience working within Small Businesses.  
• Experience dealing directly with clients.  
• Experience and knowledge in basic business strategy and how accounting information can be used to improve business decision making.  
• Excellent English verbal and written communication skills.  
• Familiar with Accounting Software, particularly Tally ERP 9 and Windows based software (Excel / Word / PowerPoint etc.)

**(B)Logistic Chain supervisor**

**Job Role**

* Accomplishes warehouse human resource objectives by selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising job contributions; recommending compensation actions; adhering to policies and procedures.
* Meets warehouse operational standards by contributing warehouse information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying warehouse system improvements.
* Meets warehouse financial standards by providing annual budget information; monitoring expenditures; identifying variances; implementing corrective actions.
* Moves inventory by scheduling materials to be moved to and from warehouse; coordinating inventory transfers with related departments.
* Delivers supplies and equipment to departments by receiving and transferring items.
* Maintains storage area by organizing floor space; adhering to storage design principles; recommending improvements.
* Maintains inventory by conducting monthly physical counts; reconciling variances; inputting data.
* Secures warehouse by turning alarms on; testing systems.
* Keeps equipment operating by enforcing operating instructions; troubleshooting breakdowns; requiring preventive maintenance; calling for repairs.
* Updates job knowledge by participating in educational opportunities; reading technical publications.
* Accomplishes warehouse and organization mission by completing related results as needed

**(C) Sales Coordinator**

**Job Role**

1. Responsible for receiving and reviewing customers’ inquiries and sending quotations to them.  
2. Coordinates with the Production Scheduling Section regarding the customer’s requirements taking into consideration the required quantities, dates of deliveries to the customers and monitor its implementation without delay.  
3. Ratification and approval of sales orders to customers before they are submitted to production for establishment of Plan/Schedule.  
4. Attract customers and establish long term profitable relationship with them.  
5. Study and analyze the market so as to increase the share and identify variables, which might affect this process.  
6. Make a regular survey in the market in relation to competition in terms of quality and prices, and also obtain opinion and suggestions from distributors and customers to improve and develop the products through a visit on customer’s site.  
7. Negotiate with customers with regards to opening export letters of credit and obtaining other financial tools.  
8. Participate along with the Sales Manager in establishing a pricing strategy for the products to make them more competitive as to have a bigger share in the market in the long run.  
9. Explore the possibility and the feasibility in participating in the local and foreign exhibitions within the allotted markets in coordination with the ADNIP Sales and Marketing Manager and prepare a plan for such participation and attend as necessary.  
10. Attain the best possible profit margin for all products.   
11. Evaluate the results of the sales plan from time to time and take corrective action when unfavorable results are being obtained.  
12. Assist and participate along with the Sales Manager in outlining the credit limit to be extended to customer before submitting the request to Head Office for final approval and ratification.  
13. Prepare a quarterly sales forecast for each customer and evaluate the results of sales in terms of volume, collections and any other problem that might arise with the customers and take corrective action in this respect.  
14. Prepare the yearly projected budget for sales.  
15. Prepare a monthly comparative report between budgeted and actual sales and explain variances before submitting to Sales Manager.  
16. Follow-up payments (PDC’s, TT, etc.), tracking collections, requesting copy of TT or any proof of payments and faxed copy of PDC’s. Forwarding Information to any received TT payments and original PDC’s to Accounts Section.  
17. Ensure all dues and outstanding payments are collected from the customer and report any difficulties to Sales Manager and Finance and Admin Manager.   
18. Represents the company in suitable and proper manner in all dealings inside and outside the company.  
19. Handle all customers’ complaints.

20. Any other duties that may be given from time to another by the Sales Manager.

**Skills:**  
•Basic knowledge of company products and services – specific training will be provided  
•Excellent and professional relationship building skills  
•Organized and diligent – committed to seeing activities and processes through  
•Pro-active communicator – natural sharer of information and collaborator across dispersed teams  
•Commercially savvy – intuitive about the market and quick to feedback relevant customer/end user feedback to the sales team  
•Ability and willingness to accompany sales team on short business trips

PERSONAL INFORMATION

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| Date of Birth | Nov. 27, 1968 |
| Place of Birth | Rol sabsar, INDIA |
| Sex | Male |
| Civil Status | Married |
| Citizenship | Indian |
| Religion | Islam |

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| Languages | Proficiency Level |
| English | Fluent – Wide Knowledge |
| Hindi | Fluent – Mother Tongue |
| Arabic | Good –Speaking & Writing |
| Others | Fast Learner |

I hereby certify that the above information are true and correct to the best of my knowledge and belief.

With Regards

Ibrahim