

CURRICULUM VITAE

SAMEER AHMED

Sharjah , UAE

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OBJECTIVE:

Seeking to leverage acquired academic knowledge and work experience to effectively fill an office clerk position. A dedicated worker aiming to help achieve company goals and take on more responsibility as quickly as possible.

Ability to work independently with high motivation toward new knowledge and a good team worker with evidence by my excellent performance during internship and the university.

WORK EXPERIENCE:

2 Years of Professional Experience

Admin & Accounts:

AL TAYEB DETERGENTS IND LLC (kleancare.com)

Sharjah, UAE

Duties & Responsibilities

- ✓ Weekly preparation for Reports & discussion with Senior Management
- ✓ Responsible to timely generate & send manual invoices. (Invoices with Adjustments).
- ✓ Monitor customer account details for non-payments, delayed payments and other irregularities.
- ✓ Generate & review Aging report to ensure compliance & make necessary decisions on outstanding with delegated authorities.
- ✓ Responsible for Month-end closing activities for the team.
- ✓ Maintain up-to-date statement of account and send to customers.
- ✓ Adhere to compliance in AR Management.
- ✓ Warehousing Operations Customer Order Management
- ✓ Resolve customers' complaints on debit and credit notes.
- ✓ Responsible to recommend improvements & assist with implementation.
- ✓ Generate and send out invoices upon client's request.
- ✓ Arranging transportation services for all project orders to ensure timely delivery of material
- ✓ Post customer payment by recording Cash, Cheque and Credit Card transaction.
- ✓ Done invoicing for Manual Adjustments.
- ✓ Invoice Preparation and Payment follow up
- ✓ Preparing of Quotation to clients
 - Preparing of purchase order to suppliers
 - Answering and directing phone calls.

Executive Operation:

Sify Technology Limited
Chennai, India

Duties & Responsibilities

- ✓ Providing remote support on the day of exam to fix the issue facing on ground.
- ✓ Providing the biometric registered/unregistered candidate count to the client after processing the dumps
- ✓ Responsible for providing the support in all related issue
- ✓ Taking daily/weekly reports and to send allocation to the respective about the examination.
- ✓ Uploading the formatted question papers in QP authoring tool.
- ✓ Working with development team to implement the changes/needs of the customers
- ✓ Sharing the reconciliation report at the end of the exam day with operation team

Relevant Skills:

Excellent in Microsoft Office Program:

- ✓ ERP Tally
- ✓ MS Word: Excellent skills in editing typing and maintaining documents.
- ✓ PowerPoint presentations: Extra ordinary skills in creating power point presentations. Excellent presentation skills.
- ✓ Excel Spreadsheets: Professionally trained in using MS Excel skills. Excellent skills to create and maintain Excel sheets on daily basis.
- ✓ Outlook: Very much familiar to use outlook.

EDUCATIONAL BACKGROUND:

Bachelor of Commerce (B. COM)

Islamiah College (Autonomous)
Chennai, INDIA

Relevant Qualifications:

Languages:

- ✓ English
- ✓ Hindi , Urdu
- ✓ Tamil , Malayalam

PERSONAL INFORMATION:

Nationality: Indian
Marital Status: Single
Date of Birth: July,15,1994
Passport No : P5841001
Passport Validity : Dec,04, 2026
Visa Validity : May,05,2021