



**Mohd Arbaz**

207A Tulsipur Prayagraj (Allahabad) Uttar Pradesh India. 

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## Objective

Dedicated and results-driven Warehouse Incharge with over 8 years of experience in inventory management, team leadership, and logistics coordination. Seeking to contribute to an organization where I can use my skills to enhance efficiency, accuracy, and customer satisfaction.

## Experience

April 2017 -

February 2020

### **Krishna Enterprises. Authorized Distributor of Telecom Allahabad Uttar Pradesh India (VIVO).**

Assistant Accountant

Maintenance of Books of Accounts.

Preparation of Stock Register and Monthly Stock Statement.

Preparation of Sales and Purchase Entry.

Generated reports for each payroll cycle as well as monthly quarterly and yearly documents.

Calculate and verify payroll amounts.

Prepare Chart of Staff Salary.

Reconciliation of Bank Statement.

Reconciliation of Parties A/c Statement Debtors & Creditors.

Reconciliation accounts payable and receivable.

Handling Daily Cash.

Handling MIS Report finalize and other data entry operators.

Vendor Bills checking and process for Cheque and NEFT.

Handling all the report of the Expenses of the firm.

Handling and preparation of all debtors list and balance report.

Handling E-Way Bill System.

Handling E-Invoicing Bill System.

Compute taxes and prepare tax returns.

Prepare Profit & Loss A/c.

Prepare Balance Sheet with Chartered Accountant.

Prepare of Financial Reporting.

Maintenance all types of works related to Accounts.

December 2021 -

June 2024

### **K D Vyas filling station Allahabad Uttar Pradesh India.**

Assistant accountant/supervisor

Maintenance of Books of Accounts.

Preparation of Stock Register and Monthly Stock Statement.  
 Preparation of Sales and Purchase Entry.  
 Generated reports for each payroll cycle as well as monthly quarterly and yearly documents.  
 Calculate and verify payroll amounts.  
 Prepare Chart of Staff Salary.  
 Reconciliation of Bank Statement.  
 Reconciliation of Parties A/c Statement Debtors & Creditors.  
 Reconciliation accounts payable and receivable.  
 Handling Daily Cash.  
 Handling MIS Report finalize and other data entry operators.  
 Vendor Bills checking and process for Cheque and NEFT.  
 Handling all the report of the Expenses of the firm.  
 Handling and preparation of all debtors list and balance report.  
 Handling E-Way Bill System.  
 Handling E-Invoicing Bill System.  
 Compute taxes and prepare tax returns.  
 Prepare Profit & Loss A/c.  
 Prepare Balance Sheet with Chartered Accountant.  
 Prepare of Financial Reporting.  
 Maintenance all types of works related to Accounts.

7 August 2024 -

شركة سليمان مقبل المقبل المحدودة Sulaiman Moqbel Al-Moqbel Company Ltd. Al-Malaz Riyadh KSA

Assistant accountant/Warehouse Incharge

- \* Supervising daily warehouse operations including receiving, storage, and dispatch of goods.
- \* Maintaining accurate inventory records using \[software/tools used].
- \* Coordinating with logistics and procurement teams for timely dispatches.
- \* Leading a team of warehouse staff and ensuring safety compliance.
- \* Implementing space optimization and reducing handling time.

## **Education**

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|------|--------------------------------------------------------------------------------------------------|
| 2014 | <b>Board of High School and Intermediate Education, Uttar Pradesh, Allahabad</b><br>High school  |
| 2016 | <b>Board of High School and Intermediate Education, Uttar Pradesh, Allahabad</b><br>Intermediate |
| 2021 | <b>Allahabad State University</b><br>Bachelor of commerce                                        |

## **Skills**

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- Operating System : Tally (9.0 & ERP-9) Tally Prime, SMACC, M.S Office, Oracle Software, Company Based Portal Software.
- Hardware & Networking : Basic Knowledge of Hardware Software and Networking, Installation, Formatting, Configuration and Other etc.
- Application Package : M.S. Office 2007, 2010, 2013 & 2016 (Word, Excel). MS Excel skills including Vlookup and pivot tables.
- Internet Application : Knowledge of Computerized Accounting on Tally, G-Mail Diploma in Business Accounting, Oracle based Online Software DMS, Company Portal etc.

## **Languages**

- English
- Hindi
- Urdu
- Arabic

## **Personal Details**

- Date of Birth : 20/01/1999
- Marital Status : Unmarried
- Nationality : Indian
- Religion : Islam
- Passport : V8121284
- Gender : Male
- Driving Licence : UP70 20190003266
- Place : Allahabad
- WhatsApp : +919889272837