

NIKHIL. M. R



CONTACT

@ nikhil55.mr@gmail.com

+971544970081

Al Ghubaiba, Dubai Visa Status :
Visit Visa

SKILLS

- Export Import Documentation process.
- Cargo Logistical Invoicing.
- Freight forwarding process knowledge.
- Handling logistics.
- Data Entry Operator in Info Magic Copmputer Education.
- Through working knowledge in computerized environment.
- Diploma in Computer Application (DCA)
- System involving Microsoft Office Packages.
- Accounting packages - Tally ERP9
- Maintain Day Book.
- POS handling expert.
- Cash Transactions.
- Payroll preparation and Accounting.
- Prepare Purchase, Sales Register.
- Interested in Marketing Executive.
- Documentation work Experience.
- Promotion works coordinate.
- Coordinate with customers.
- Sales coordinations.

OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

Road X Express Shipping LLC, Dubai

Mar - 2021 - Jan-2022

Accounts cum Warehouse Asst.

- Export, Import Invoicing process experienced.
- Freight forwarding Documentation works handling.
- Logistics Documentation, Invoicing handling.
- Warehouse store Coordinations and warehouse arrangements.
- Maintain Daily reports.
- Loading and offloading reporting process.
- Handling daily reports and navigations.
- Exporting works and coordinating loading section.
- Bank Reconciliation process.
- Clearance work handling.
- Daily cash transfer report maintaining.

Carnival Group pvt Ltd

Sep - 2017 - Oct- 2020

STORE INCHARGE CUM SALES EXECUTIVE

- FMCG department.
- Store handling.
- Monthly store checking and reports maintaining.
- Quality checking and arrange.
- FIFO maintained.
- Back office Data Entry Operator Experience.
- Daily report handling.
- MIS report handling.
- Customer service coordinations.
- Petty Cash Maintain.
- Office Documentation work.
- Daily Cash Closing Report.
- Cost Controlling.
- Billing process handling Experianced.
- Cash closing process.

- FIFO process maintain.
- Quality checking and Expires checking.
- Handling sales reports and store product listing.
- MERCHANTISER
- Daily reports collecting from Shops and maintain product shortage.

PERSONAL DETAILS :

Name : NIKHIL M R

Father's Name : RAMACHANDRAN MA

Gender : MALE

Marital status : SINGLE

Date of birth : 04-03-1995

Passport No : R0528980

HOBBIES

- Driving
- Script writing and learning histories.

Jio service Pvt Ltd

May-2016 - Dec-2017

Sales Representative officer.

- Retails Shops Coordinating and sales developing.
- Product displaying.
- Merchandising.
- Marketing programs handling.
- Product promotions.
- Product offers highlighting.
- Daily report maintaining.
- Monthly report analyzing and coordinate.
- Team Management.
- Increasing product sales.
- Daily sales reports and product shortage maintaining.
- Sales coordinations and promoting.

EDUCATION

MG university

2013-2016

B.com CA

Kerala Institute of Travel and Tourisum

2016

Hotel Management

MARMGovt.VHSS

2012

Plus Two Science

REFERENCE

Robin - "Road X Express Shipping LLC"

Owner

+971564779847

BIBIN MOHAN - "Carnival Group"

MANAGER

+919633423148

LANGUAGES :

English

Hindi

Malayalam

Tamil