

CURRICULUM VITAE

MOHAMMED SAMEER

Bangalore

Karnataka, India



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Tel: +91-9964677320 (India)

Career Objectives:

To give my best service to the organization/authority where I work, and be a master in my specialized field. I am confident that my qualifications and my capabilities will enable and diligent in my work and satisfy the expectations of my superior management/Authority.

WORK EXPERIENCES, ACCOMPLISHMENT & PROJECT (7+ years of experiences)

- Currently working as HR/Administrative executive at **EssilorLuxottica** under Sustainable Programming Division since 2022.
- Worked as Admin Coordinator, Financial Accounting & Logistic Monitor at **Exelon Infratech Bahrain** from 2018-2021.
- Worked as Account Assistant & HR/Admin Executive at **Sherry Wellness Centre** in Bahrain for One Year.
- Worked as an Account Assistant at **Hotel Brigade Royale** in Mangalore-India for **2 years**.
- Completed Internship cum Project Work on **Financial Inclusion** at **Syndicate Bank**, in India for 10 weeks
- Participated in **NATIONAL HUMAN RESOURCE CONCLAVE 2016** organized by the Department of Management Studies, Mangalore Institute of Technology and Engineering.

COMPUTER SKILLS

- POST GRADUATE DIPLOMA IN COMPUTER APPLICATION
(Fundamentals, MS Windows, MS Word, MS Excel, MS PowerPoint , Tally ERP-9)

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OVERVIEW OF EXPERIENCE

- Developing and maintaining HR reports i.e. Payrolls, Staff leave, Sick leave Absence and Holiday leave.
- Maintaining & Verifying Employee's Travel expenses & Reimbursement Process.
- Prepare and Maintain Financial/Accounting documents.
- Assist in Company Financial Auditing/ VAT Return Filing.
- Monitors & Follow-ups Payment due from the related party.
- Maintain & Monitor Cheque Management.
- Preparation of Weekly, Monthly Financial Report of the Company.
- Daily & Monthly detailed Reconciliation of the Bank Transactions/Statement.
- Communicating with international suppliers & buyers by handling trade activities.
- Handling all the confidential information and documents of the company.
- Preparing of Inter- office Memos and Outer office/banking letters.
- Preparing Quotations, Proforma Invoices, Commercial Invoices, LPO etc.
- Handling in Customer complaint solving process.
- Assist in planning and implementation of upcoming projects and activities.
- Maintaining & Monitoring Bill of Lading and shipment.
- Independently maintain and update administrative policies and processes.
- Assist in Schedule Meeting, Travel International Schedule & Ticket Management.
- Maintain & Monitor International container cargo status and documentation.

Area of Specialization:

MBA (DUAL SPECIALIZATION) – FINANCE AND MARKETING

ACADEMICS

<u>Exam Passed</u>	<u>School/College</u>	<u>Year of Completion</u>
MBA	Mangalore Institute of Technology and Engineering, Moodbidri, Mangalore, India	2016
BACHELOR OF COMMERCE (B.com)	Poornaprajna College, Udupi under Mangalore University. India.	2014
PUC	Poornaprajna College, Udupi under Pre-University Board, Government of Karnataka, India	2011
SSLC	Mahalakshmi School, Uchila under Karnataka state secondary board examination, India	2009

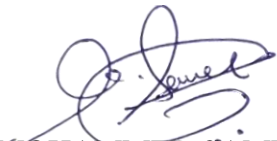
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PERSONAL PROFILE

- Name : Mohammed Sameer
- Date of Birth : 1 June 1994
- Gender : Male
- Nationality : Indian
- Religion : Muslim
- Hobbies Interests : Sports
- Languages Known : English, Hindi, Kannada and Malayalam.
- Passport No. : U0900070
- Bahrain ID No. : 940629771

DECLARATION

I hereby declare that information provided by me is true to best of my knowledge and belief, and I can produce the appropriate document when it required. If given an opportunity I will dedicate myself to the organisation.



MOHAMMED SAMEER

PLACE: BANGALORE