



Manama, Bahrain

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**Musthafa T. Aboobacker**

## OBJECTIVE

I am willing to give total support to the organization that I am in, with the experience and capability that I have, in order to achieve organization's goal and create mutual benefits.

## PROFILE

Proactive, innovative and highly influential, I am seeking a challenging but rewarding position, which is why I was naturally Drawn to this exciting opportunity.

## FORMAL EDUCATION

2003 - 2005	<b>University of Calicut, Kerala, India</b> Post Graduation in commerce (M com.)
2000 - 2003	<b>University of Calicut, Kerala, India</b> Graduation in commerce (B com.)
1998 - 2000	<b>University of Calicut, Kerala, India</b> Pre-Degree (commerce)
1997 - 1998	<b>Department of General Education, Kerala</b> S.S.L.C.

## PROFESSIONAL EXPERIENCE

<b>August 2018 – Present</b>	<b>Abudawood Alsaffar Company W.L.L.</b> Shipping Supervisor	<b>Hidd, Bahrain</b>
<ul style="list-style-type: none"><li>Manages the planning and execution of the transportation requirements and company drivers (Remote and on site), includes load dispatch and delivery follow up.</li><li>Handle the tasks of planning loading areas for each order to facilitate efficient workflow.</li><li>Responsible for determining load size, routing and picking sequence to ensure timely delivery.</li><li>Handle the tasks of managing designated routes with focus on customer service.</li><li>Responsible for reorganizing entire route according to location, day and time.</li><li>In charge of labor staff for the allotment, training and fulfillment of daily responsibilities.</li><li>Responsible for hiring, coaching, performance appraisal and disciplining of subordinate staff.</li><li>Establish 3p requirements, rate procurement, and validate transportation service level with carrier vendors. Assist with local freight negotiations.</li><li>Contributes to and implements strategic concepts to reduce costs and increases service according to local /company requirements.</li><li>People Management. Ensures that good people practices are deployed in the transport department. (Training, coaching, mentoring and discipline)</li><li>Responds to telephone calls from customers, referral sources, vendors and delivery employees regarding equipment orders, and delivery employee incidents.</li><li>Maintains close contact to order management, planning and scheduling, warehouse managers.</li><li>Administer the delivery of outbound shipment to the company owned supermarkets, retail shops, convenient stores and restaurant outlets.</li><li>Monitor and manage entire distribution process to ensure economical and error and delay free distribution.</li></ul>		

**April 2018 – August 2018**

**East Aluminium**  
Accountant

**Salmabad, Bahrain**

- Supervising accounts payable, payroll, petty cash function and leading staffs.
- Prepare monthly financial statements, analysing and summarizing account information.
- Oversee the corporate and subsidiaries FS consolidation.
- Structuring chart of account and responsible for general ledger.
- Fixed Asset reporting.
- Data analysis and financial reporting.
- Maintain bank accounts and review bank statement.
- Research and reconcile all discrepancies.
- Auditing and verifying documents.
- Following internal controls.
- Comparing budgets with actual and identify discrepancies.
- Facilitate and complete monthly close procedures.
- Managing company's financial accounting, monitoring and reporting system.
- Planning, assigning and directing work.
- Coaching and appraising performance.
- Addressing complaints and resolving problems.
- Assessment of financial health, liquidity, profitability and leverage
- Analysing stock status report for any discrepancies.
- Controlling payroll process (paid and accruals)
- Costing consultant: inventory, corporate overhead and P&L distribution
- Leading overall accounting function under the concept of GAAP
- Building a strong GL structure to enhance financial reports.

**December 2005 – March 2018**

**Jawad Business Group**  
Logistics Supervisor

**Manama, Bahrain**

Previous Position: Deputed to DC in-charge to Jabel Ali free zone (UAE)  
Logistics Co-ordinator  
Senior EDP in-charge

- Overseeing all logistics activities related to inbound & outbound shipments.
- Manage warehouse human resource by assigning, scheduling, coaching and disciplining employees; communicating job description; planning, monitoring, appraising job contributions; recommending compensation actions; adhering to policies and procedures.
- Monitor warehouse operational activities and contributing warehouse information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying warehouse system improvements.
- Moves inventory by scheduling materials to be moved to and from warehouse; coordinating inventory transfers with related departments.
- 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
- Manage all warehouse staffs to ensure an efficient and cost-effective site.
- Responsible for monitoring complete warehouse activities from cargo receiving, pre-retailing, picking, packing and dispatch.
- Monitoring and tracking the flow of in and out goods in the warehouse.
- Conduct daily sales replenishment stocks, scanning and receiving of incoming stocks
- Providing weekly and daily activity reports like stock movement, distribution deliver, pending deliveries etc. to other senior management – highlighting trends and areas requiring improvement.
- Identifying and quickly resolving any stock discrepancies that may occur during deliveries.

- Monitoring warehouse vehicles records like vehicle garage service expenses, vehicle check list, mileage, fuel expense and driver log books.
- Keeps equipment operating by enforcing operating instructions; troubleshooting breakdowns; requiring preventive maintenance; calling for repairs.
- Comply with maintenance department and AMC companies to ensure periodical maintenance activities to the warehouse premises and equipment.

## SKILLS

### Computer:

- MS Word, MS Excel, MS Works, Access, Oracle
- Outlook Express, MS Outlook, Power point, Email and Internet and Tally 9.

### Languages:

- English
- Arabic
- Hindi
- Malayalam.

### Ability

- To finalize the books of Account and prepare vital financial statements and reports
- To work under pressure with minimum supervision and easy adapt to the situation.
- Highly effective supervisory skills and techniques.
- Knowledge of warehouse software packages and MS Office proficiency.
- Ability to input, retrieve and analyse data.
- Hands-on commitment to getting the job done.
- Excellent communication and interpersonal skills.

## TRAININGS

- Training in both computerized and manual accounting for 6 months conducted by Institute of Professional Accounts, Kerala.
- Diploma in Computer Application for 1 year conducted by IRS computers, Kerala.

## PERSONAL INFORMATION

- Nationality : Indian
- Gender : Male
- Date of Birth : 24<sup>th</sup> February 1981
- Marital status : Married
- CPR Number : 810224011
- Passport Number : K 0707242
- Religion : Muslim
- Visa Status : Transferable valid until 02<sup>nd</sup> September 2020.
- Permanent Address : Thekkenthiruthumel house, T.T.Road, Kochanur  
Vadakked via, Pin#679562, Thrissur, Kerala, India
- **Holding Valid Bahrain Driving License**

## PERSONAL INTERESTS AND HABITS

- Reading (Finance, Marketing, Communication & world phenomenon)
- Learning new things on MS excel, DBMS and Accounting programs

## REFERENCE

- Mr.Sayed Hassan, Mobile# 36442514 (HR Assistant Manager, Abudawood Alsaffar Company W.L.L.)
- Mr.Sunil Mobile# 39768477 (East Aluminium, Salmabad)
- Mr.Ali Hasssan Mobile# 36661170 (Jawad Business Group)