



# MD ARSHAD JAMAL

## PROFESSIONAL

**SUMMARY:** Dedicated and detail-oriented professional with 1 year and 3 months of experience in production inventory management, accounting and floor operations. Currently working at R. A. Perfumery Works Pvt. Ltd., I have developed strong skills in inventory control, accounting and factory floor management. Adept at handling multiple responsibilities with efficiency and accuracy.

## CONTACT

Mobile No: 9330346492  
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## ADDRESS

CURRENT LOCATION: 17/2/H/13 SMITH LANE [KOLKATA-700013], India

Ready to travel anytime.

## EMAIL:

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## MODE OF INTERVIEW

As per your preference  
online zoom or whatever others  
sources

## LANGUAGE

Hindi: -----

Urdu: -----

English: ----

## WORK EXPERIENCE

### R. A. Perfumery Works Pvt. Ltd. [Production Inventory & Floor Management, Junior Accountant]

December, 2023 – Present (1 Year Experience)

- Initially appointed as a Junior Accountant, handling financial transactions, record-keeping, and basic accounting tasks.
- Transitioned into managing production inventory, ensuring accurate stock levels, and streamlining inventory control processes.
- Oversee floor management in the factory, coordinating daily operations for smooth workflow and production efficiency.
- Collaborate with teams to maintain proper stock utilization and prevent shortages or overstocking.
- Assist in preparing reports related to inventory and financial data for management.
- Talking with dealers, customers, and others to ensure smooth business operations and customer satisfaction.
- Prepared invoices, purchase orders, and dispatch documents.
- Coordinated with the warehouse & logistics team for timely dispatch of goods.

## SKILLS

- Accounts Payable & Receivable
- Microsoft office, Excel, Word & Power-point (Basic to Advanced)
- Inventory
- Stock Management (LIFO & FIFO)
- Auditing
- Tally prime & Tally ERP-9 (basic).

## EDUCATION

-**B.COM Hons** [Acharya Jagdish Chandra Bose College-2021-24]  
[Calcutta University] [Kolkata, W.B]

-**12<sup>th</sup> Grade (1<sup>st</sup> Division)** [Kolkata, W.B] [2020]

-**10<sup>th</sup> Grade (2<sup>nd</sup> Division)** [Kolkata, W.B] [2018]