



## DERICK CHARLES

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Jebel Ali (JAFZA), Dubai

## PROFILE

I am a dedicated, hardworking and proactive person with 2 years of strong background in Accounts field. Currently I am Looking for an opportunity in Logistics field, to develop my career in challenging working environment and become a valuable asset to the organization that I work for.

## PERSONAL DETAILS

Nationality : **India**

Marital Status : **Single**

Gender : **Male**

Date of Birth : **November 14, 1997**

Passport Number : **W1916207**

## TECHNICAL SKILLS

➡ Tally ERP 9 Tally Prime MS Excel MS Word

## EXPERIENCE

### STORE INCHARGE & LOGISTICS DOCUMENTATION

Regraph FZE, Jebel Ali (Jafza), Dubai February 2023 – August 2024 (Visa already cancelled and available for immediate joining)

- Planning and arranging of deliveries according to the schedules.
- Checking and ensuring of materials received and delivering, that they are of accurate quantity.
- E – Gate Pass for deliveries outside the free zone.
- E Token generation for picking and depositing containers (import & export) from the port.
- Delivery order collection and coordination with shipping agent.
- Mirsal II – B.O.E for Transit in (Import), Transit Out (Export) & Import to local from FZ (B.O.E for customers).
- MOFAIC and Chamber attestation (Dubai Chamber of Commerce)..
- ‘Duty Exemption for Industrial inputs’ for customers.
- Submission of documents for Customs verification.

### ACCOUNTANT

November 2021 – Feb 2023

Grand Communications, Kerala, India

- Posting of all daily accounting entries to ensure all business transactions are recorded.
- Assist in the preparation of financial statements.
- Reporting of daily expenses project wise on a daily and monthly basis.
- Handling of online banking transactions for vendor payments, Salaries and other payments.
- Reconciliation of Bank and Vendor Statements with General Ledger.

### ACCOUNTS TRAINEE

July 2020 – October 2021

Bibiz Solutions, Kerala, India

- Post and process accounting entries to ensure all business transactions are recorded.
- Update accounts payable and receivables and perform reconciliations with General ledger.
- Act as liaison for vendors to reconcile any billing discrepancies.
- Preparation of daily, weekly and monthly sales reports.
- Assisted in the preparation of financial statements.
- Assisted in planning and implementing various steps in Inventory management.

## EDUCATION

**BACHELOR OF COMMERCE (B.COM)** (2016 – 2019)

(Computer Application) (Mahatma Gandhi University, Kerala)  
Bharata Mata College of Commerce and Arts, Choondy, Aluva

**DIPLOMA**

(February – September 2022)

(Logistics and Supply Chain Management)

(Al Salama College of Logistics & Management, Kalamassery)

(2 Months internship in Logiware Supply Chain Solutions  
Warehouse, Elloor - 25<sup>th</sup> July – 28<sup>th</sup> September 2022)