

DIALLO Moussa

Sales & Operations Professional | Inventory Management | Accounting Support

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ABOUT

Results-driven Sales and Operations professional with over three years of experience in hardware import-export and retail. Strong expertise in inventory control, order fulfillment, cash handling, and basic accounting support. Multilingual and highly adaptable, recognized for accuracy, discipline, and consistent performance in fast-paced and demanding environments.

CORE SKILLS

- Inventory & Stock Management
- Order Picking, Packing & Dispatch
- POS Operations & Cash Handling
- Basic Accounting (Invoices, Receipts, Expense Tracking)
- Record Accuracy & Discrepancy Resolution
- Warehouse & Retail Operations
- Heavy Lifting (20–40 kg)
- Microsoft Excel & Word
- Multilingual Communication

PROFESSIONAL EXPERIENCE

Sales Manager – FASO LUSTRES

Hardware Import-Export & Retail | September 2021 – September 2024

- Managed daily sales operations and high-volume customer orders with consistent accuracy
- Maintained real-time inventory records and resolved stock discrepancies
- Prepared, labelled, scanned, packed, and dispatched goods under tight deadlines
- Handled cash and POS transactions while ensuring accurate financial records
- Supported accounting activities including invoicing, receipts, and expense tracking
- Regularly handled and transported stock weighing between 20–40 kg

EDUCATION

Bachelor's Level in Accounting (2 years completed)

Nusa Putra University – Sukabumi, Indonesia

Secondary Education Diploma (Baccalauréat) – 2020

CERTIFICATIONS & TRAINING

- Zahir Accounting Certification – Indonesian (2025)
- Intensive English Language Course (March 2024 – June 2024)

LANGUAGES

English (Fluent) • French (Fluent) • Arabic (Fluent) • Indonesian (Competent)

DRIVER'S LICENCE

Full Driver's Licence – Categories A1, B, C (Valid until September 2031)

REFERENCES

Available upon request (Work Certificate, Accounting Certificate, English Certificate, Driver's Licence, Proof of University Studies).