

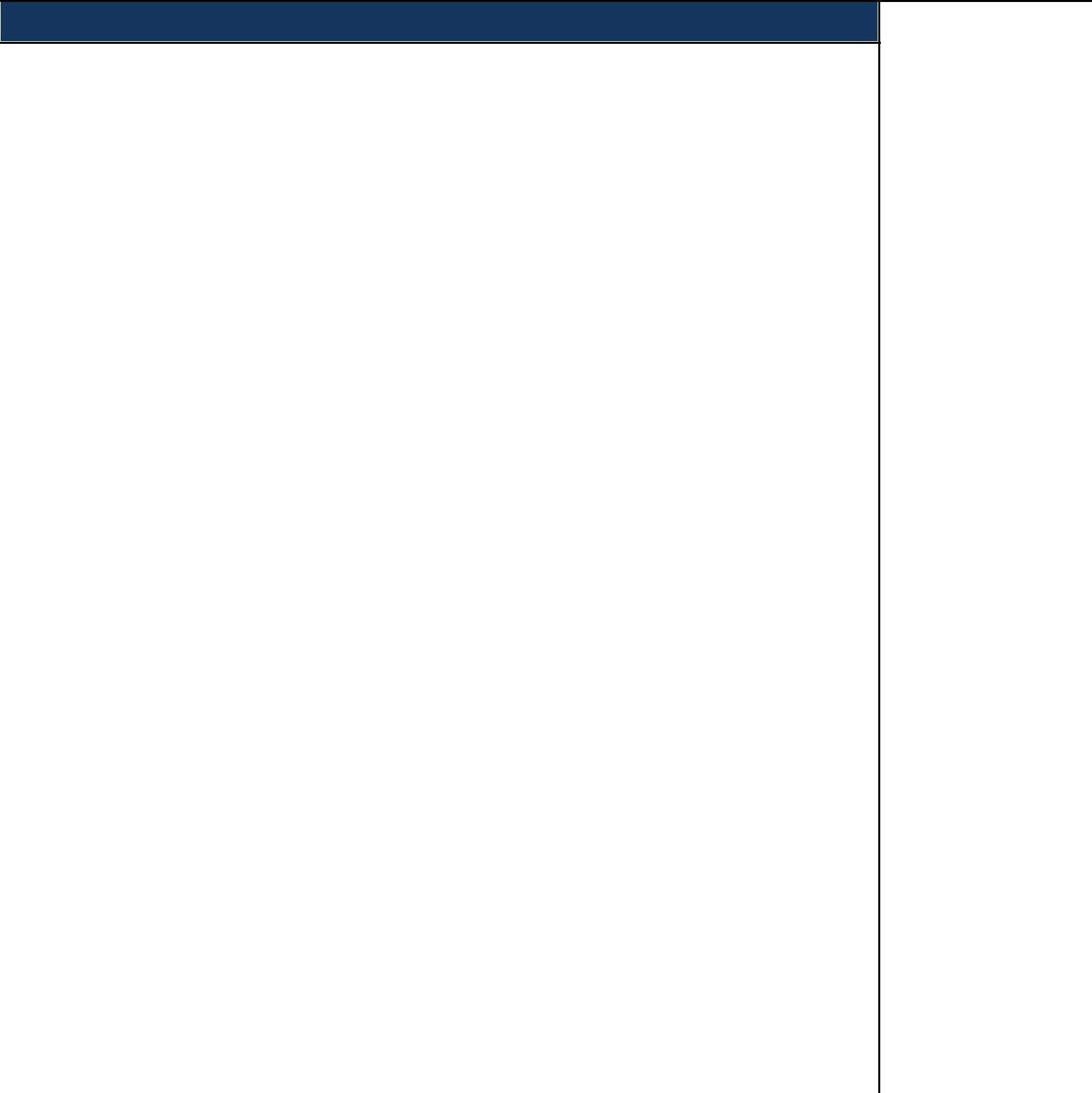
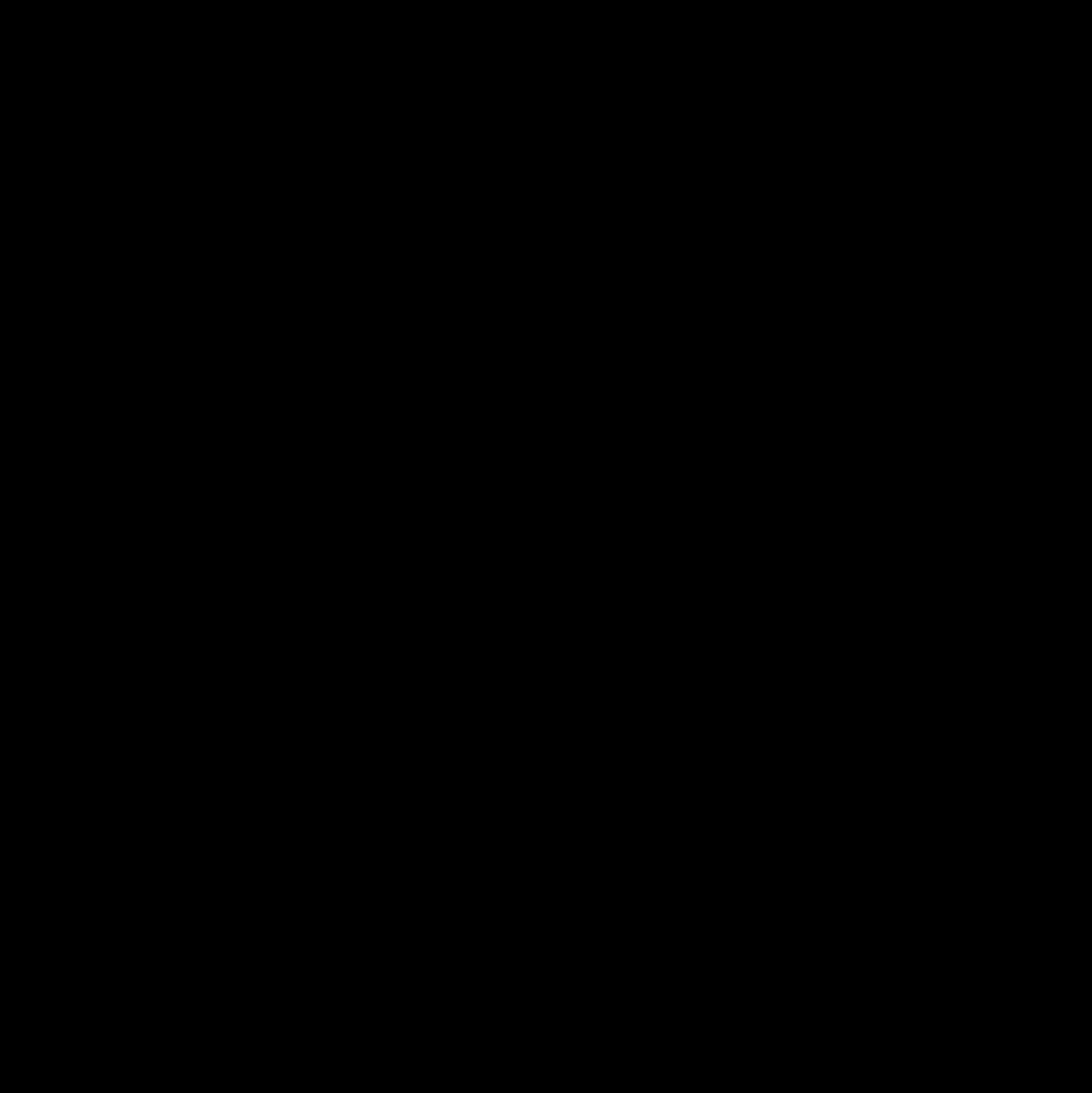
**SHAFI**

C/o-Mobile: +971504973598, E-mail: shafi.340549@2freemail.com, Doha, Qatar.



**1 Y**EARS **O**F **E**XPERIENCE **I**N **ACCOUNTS**

**ACCOUNTS**: To enhance & contribute the best of my learning, knowledge and experience to an esteemed organization.Looking to work with multiple responsibilities by sharing my skills/experience on competitive environment and to productively contribute towards the growth of the Organization and thus grow professionally.



**SKILLS INVENTORY**

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| 2016 | Affiliated**BCOM** | to the Calicut University, India |  |
| 2013 | **Plus Two** | |  |
| Board of higher Secondary of Kerala. | |  |

**TRAINING & CERTIFICATION**

* Payroll
* Administration
* Cost Controller
* Manual Accounting



**CORE COMPETENCIES**

* **Qualified in Accounts,** accented with the latest trends and techniques of the field having aninborn quantitative aptitude with a clear understanding of **Accounts Management**, **Payroll,** **Fund Management, Payable Dept.** determined to carve a successful and satisfying career in theindustry. .
* Solutions oriented approach with excellent **relationship management skills, successfully and** **consistently delivering the responsibilities** thereby streamlining operations leading torevenue generation and profitability.
* **Organizing and Coordinating** events and activities.
* Presentation Skills.
* Catching Power.
* Sincere **Commitment** to the given task.
* Ability to lead and **motivate** the people.
* **Optimistic, Curious** and Enthusiastic in Learning.



**P**ROJECT **P**ROFILE

* A **Research study** on **Advertisement Effectiveness** in MRF Tyres, Thrissur. (India’s leading retailer firm)
* A **Marketing Development Trainee** in Future Groups, Thrissur.

Conducted Big Days (It is first retail celebration in Indian retail history) Managed and did an Excellent sale in households department during big days.

* A ‘**Departmental** **study’** in Balance Equity India Pvt Ltd. The study was based on Share Marketing.

**NATIONALITY**

Indian

**MARITAL STATUS**

Single

**GENDER**



Male

**VISA STATUS VISITING VISA**

**DRIVING LICENSE**

Indian

**DATE OF BIRTH**

Oct 19 ,1993

**COMPUTER SKILLS**

MS Office Word,

Excel, PowerPoint,

Access, Internet

Explorer,

Outlook ,Tally ERP 9

.

**LANGUAGES KNOWN**

English

Malayalam

Hindi

Tamil (speak)

Arabic (read & write)

**AREAS OF STRENGTHS**

Accounts

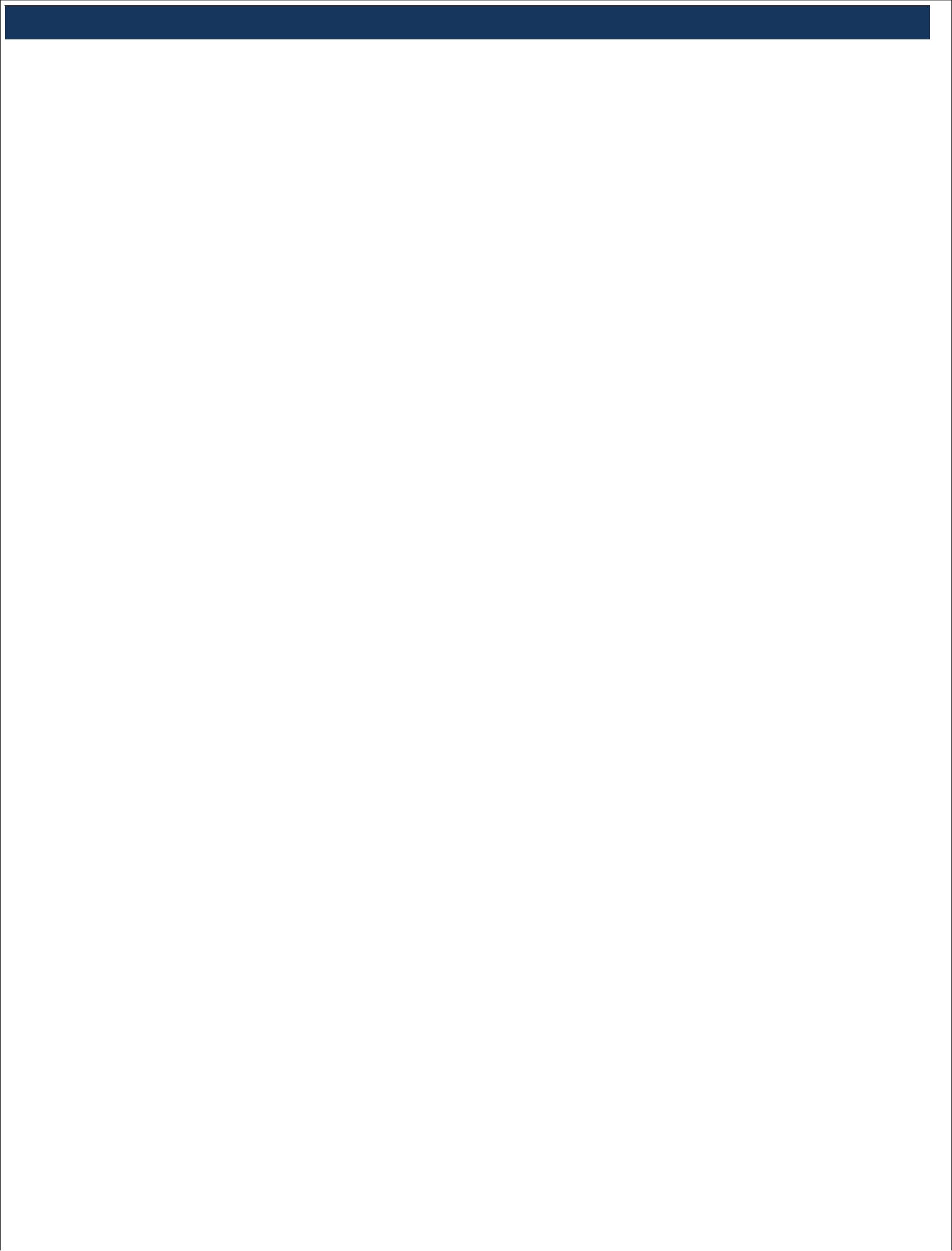
Admin Support

Operations

Management

Customer Relationship



**CAREER GRAPH**

**Eurotech** **Kerala, India [July 2016 – Dec 2016]**

**Accounts Assistant**

*Eurotech* ***is*** *in the serving its wholesale dealers of Sanitary items in India*

* **Purchase** and **Inventory** Management
* Material planning and **controlling**.
* Issue Invoices to customers and arrange **collection of cash** on time.
* **Material damage** and other problem Inform to supplier and return.
* Day to day inventory monitoring for Critical items.
* Timely clearance of payments & **handling vendor** inquiries.
* **Review incoming emails, faxes and letters**, often correspond to them when appropriate.
* Assisting the GM in all his daily works in a professional and efficient way and co-ordinate with all matters related to him including appointments, office matters and interaction with **employees & workers** to ensure smooth running of the offices.
* Maintain and secure **confidential and up-to-date filing** system for all produced and received documents for future reference.
* Provides administrative and **secretarial support** to the Division, as and when required, to assist in the provision of good customer service.
* Maintenance and updating of all **records and files**.
* Prepare **notice, agenda, minutes and resolutions** for the meetings.
* **Performs Edits On Documents**: Responsible for performing edits on documents before submitting them forapproval in order to prevent specific forms of company documentation from being disqualified. This entails checking the documents for typographical errors, misinformation, spelling and punctuation errors that will result in a document's disqualification.
* **Keep Track of All Records**: The Accountant keeps track of all company accounting records by looking through bothhard files and computer data base files on a regular basis.

**Akshaya Centre Kerala, India [Jan2016- June 2016] Administration Assistant**

*Akshaya Centre is Social Service Support Establishment in India since 2002.*

* **Supporting** staff members to achieve their targets.
* Assisting the GM in all his daily works in a professional and efficient way and **co-ordinate** with all matters related to him including **appointments**, office matters and interaction with employees & workers to ensure smooth running of the offices.
* Maintain and secure **confidential and up-to-date filing system** for all produced and received documents for future reference.
* Provides administrative and secretarial support to the Division, as and when required, to assist in the provision of **good customer service.**
* **Maintenance and updating** of all records and files.
* Prepare **notice, agenda,** minutes and resolutions for the meetings.
* Preparation of **daily bank/cash** position of the company for submission to accounts.
* Conducting regular **meetings** with staffs.
* Handling **staffs queries** and providing staffs necessary services.
* Updating of **product knowledge**.