**SHIHAB**

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***PRESENT-CONTACT DETAILS***

***DUBAI***

*E-mail:* shibin.376291@2freemail.com

***Mobile: Whatsapp +971504753686 / +919979971283***

***VISA STATUS :-ON VISIT***

**APPLIED FOR ACCOUNTANT**

**OBJECTIVE**

In my career I predict myself as a vibrant and motivated individual with a strong pursuit of distinction. I will strive hard to improve my performance with every passing day. I have faith in the team work and corporation which is a key to the success in this esteemed organization.

**Profile Summary**

* Diploma in Indian & Foreign accounting certified from the G-Tec
* Certification of International Association of Book-keerpers(IAB)
* More than 4 years of experience in Accounts and Finance
* Experience of maintaining financial statements up to finalization.
* ERP exposure of TALLY, Peachtree, Quick Books and DAC Easy
* Experience in working under pressure and meeting deadlines.

##### Work Experience

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**RECEIVING STORE CLERK – January 2016 – January 2017**

I have worked as Receiving store clerk at **MANZIL DOWNTOWN DUBAI LLC (EMAAR)** and involved in:

* Check and upload incoming shipments like food & beverage and other goods.
* Check the quality and quantity food beverage. Insert items into containers.
* Count, weigh or measure items of incoming shipments in order to verify information against invoices, orders , bills of lading or other records
* Route items to various departments.
* Responsible for contacting shippers directly if a problem or discrepancy is found and keeping careful records.
* Making payment arrangements and signing for shipments as well.

**ACCOUNTANT – Sept 2015 – December 2015**

I have worked as an Accountant in **SPEED TRACK GARAGE LLC. DUBAI – Al QOUZ** my key responsibilities include

* Responsible for maintenance of proper books of accounts and ledgers.
* Salary preparation of employees both computerized & manually.
* Prepare profit and loss statements and Balance Sheet.
* Controlling petty cash and it will record systematically.
* Perform all other administration work will be the interest of the management

**BRANCH MANAGER – January 2017 to Present**

I have worked in **MAX VALUE CREDIT AND INVESTMENT Ltd**, well reputed non-banking financial company in India as a Branch Manager. My key responsibilities include,

* Coordination and direction of operational function of branch.
* Advise customers on various financial products and interview loan applicants.
* Direct regular team/staff meeting.
* Ensure a high level of customer service is being adhered to all times.
* Meet with customers and resolve any problems or complaints.
* Monitor sales target.

**Educational Qualification**

* Completed Graduation in Bachelor of Commerce at Calicut University.
* Completed Diploma in Indian And Foreign Accounting. (**DIFA , IAB)**

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| **I T-SKILLS*** Reporting : MS Office – Excel & Power point
* Office Tools : Microsoft Office – Word , Outlook
* Accounting Soft wares : Tally erp9.1 ,VAT, Peach tree ,Quick book, Dac easy
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**Personnel Details**

Age & Date of Birth : 27, 31-12-1990

Gender : Male

Nationality : Indian

Marital Status : Married

Religion : Islam

Languages known : English, Hindi, Malayalam, Tamil

Passport Details : valid till 2021

**REFERENCE**

Will be furnished up on request

**Declaration**

 I hereby declare that all the details furnished above are true to the best of my knowledge and belief. I am prepared for the next challenge in my career and look forward to hearing from you. Thank you for your time and consideration.

**Place: Dubai SHIHAB**