

**SHABEEB**

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Address: - Dubai

**OBJECTIVE/PROFILE**

Ambitious to build a career in finance and marketing with an organization where teamwork is required and hardworking is appreciated and to be in a position which is best suited to my knowledge, skills and ability

**EDUCATION PROFILE**

* **Master of Business Administration (Finance and Marketing)**

Bangalore University, India

* **Bachelors of Business Administration**

Calicut University, Kerala, India

**CAREER SNAPSHOTS**

1. **Company profile**

**Experience: -** May - October 2017- **Just dial.com**

 **Roles and Responsibilities (Certified Internet Consultant) Kerala**

* Arrange and meet commercial establishments those are located within area allocated
* Send Key Parameter Monitor report to the managers on daily basis
* Submit the contracts to the office with proper and valid documentation
* Follow up and collection of payments from the clients
* Deposit the cheque in the bank
* Ensure that the contract cheque is claimed and the account of the client is activated within the mentioned time frame
1. **Company profile**

**Experience: -** June 2014- July 2015:- **KVR Auto Cars Pvt Ltd**

**Roles & Responsibilities [Accountant]**

* Documents financial transaction by entering account information
* Prepares Petty cash Book
* Prepares the sales reports on monthly basis
* Reconcile the Bank accounts monthly basis
* Deposit the cheque and cash in to the bank account
* Assist in preparing annual budgets
* Undertake any other specific duties as required by the Finance manager.
* Summarizes current financial status by collecting validation and information acquired
* Secure financial information by completing data base backups

 **CERTIFICATIONS/INTERNSHIP**

* **Certification In SAP Financial Accounting At the Basic Level**
* **MS Office: MS Word, MS PowerPoint, MS Excel**
* **Tally**
* **Peachtree**
* **Mayob**
* **QuickBooks**
* Completed Internship on Explaining the variant principle and fiscal year variant
* Completed Internship on Effectiveness of Distribution Strategies with Reference to ATC Footcare
* Completed Internship on Effectiveness of Advertisement of AM Honda, Angadippuam

**PERSONAL DOSSIER**

**Date of Birth:** 7th July 1993

**Nationality:** Indian

**Marital Status**: Single

**Visa Status:** visit visa valid till February 15

**Language:** English, Malayalam, Tamil

I hereby declare that the above furnished details are true and correct to the best of my knowledge and belief.

**Thanks & Regards**

**SHABEEB**