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**CURRICULUM VITAE**

**SHAHUL**

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Dubai, UAE.

**OBJECTIVE**

Seeking a challenging career with a distinctive organization, having an atmosphere which provides a motivating work environment as well as an opportunity for career advancement in order to increase, enhance, broaden and utilize my capabilities as well as my experience.

**PROFILE**

I am a B.com graduate with experience and specialisation in Accounts & Administration. I have more than six years experience in Accounting and Administration field. I have extensive knowledge and experience in enterprise management software and advanced accounting software.

**WORK EXPERIENCE**

**1. Company : Welcome Trading co LLC., Deira , Dubai**

 **(From March 2012 till date)**

**Designation : Accountant / Administration.**

**Roles and Responsibilities**

* Posting and processing journal entries to ensure all business transactions are updated.
* Preparation of expenses and payroll records etc.
* Preparation of monthly bank reconciliation statements.
* Carrying out the responsibilities of Cashier including receipts and payments at front desk.
* Monitor customer account details for non-payments, delayed payments and other irregularities.
* Verifying the accuracy of invoices and other accounting documents or records.
* Able to work under pressure and can handle multitasking.
* Process credit card payments, prepare bank deposits.
* Arrange Statements of Accounts upon customer request.
* Cash Management.
* Coordinate office activities and operations between divisions.
* Handling office correspondences (e-mail, letters, ads, etc.)
* Track stocks of office supplies and place orders when necessary.
* Collect all appropriate documentation necessary for visa and permits required to be processed.
* Diplomatic and Excellent in Public Relation and Office Administration
* Admin support.

**2. Company : West life fashion (Calicut , India)**

 **(March 2009 to October 2010.)**

 **Designation : Accounting Assistant (Nepton Software Solutions)**

**Roles and Responsibilities**

* Maintaining accounts and cash.
* Expertise in Accounting Software’sfor the all the modules such as **Accounts Payable, Accounts** Receivable, Cash Management, General Ledger and Inventory Modules
* Preparation of supplier’s accounts (purchase order, purchase bills).
* Inventory Management and Production Report.
* Purchase orders, Purchase/Receive inventory & all A/P reports.
* Sales/ invoicing, account receivables & all other related reports.
* Verification of payments receipts and invoices.
* Preparation of vouchers and invoices and also making approvals for preparing cheque.
* Daily reporting to the management regarding the work progress.
* Regular updating of the product status to the customers on request.

**SKILLS/ ACHIEVEMENTS/ MERITS**

* Good Knowledge of Dubai visa rules and regulations.
* Preparing reports of cash register, bank register, journal register and general ledger.
* Verification of payments receipts and invoices.
* Excellent skills in Microsoft Word, Excel.

**EDUCATION**

* **Bachelor of Commerce (B.COM) from Calicut University**
* **Accounting Softwares**

**COMPUTER SKILLS**

Operating System : Windows and XP

Microsoft Office : Word, Excel, Power Point and Access

Accounting Packages : Tally, Nepton Software Solution

**PERSONAL INFORMATION**

 Marital Status : Married

 Lingual proficiency : English, Malayalam and Hindi Nationality & Religion : Indian & Muslim

 Visa Status : Employment visa

 DOB : 06-05-1983

 Driving License : Indian

 References : Will provide on request