**SHAHUL**

[**SHAHUL.273467@2freemail.com**](mailto:SHAHUL.273467@2freemail.com)

**OBJECTIVES.**

Seeking a Suitable position in a reputed organization where my excellent communication skills and organizational abilities that will be helpful in contribute to the development of the organization with impressive performance.

**PERSONAL SKILLS**

* Good presentation and organization skills.
* Trained and worked in MS Excel-Word-Power point.
* Experienced in Tally and Peachtree software’s.
* Able to multi-task, prioritize and flexible with changing business requirements.
* Self-motivated and good motivator.
* Good knowledge ministerial affairs.
* Good knowledge of clerical work.
* Able to work in finance, Business administration and as well as human resource.
* Professionally trained in accounting practices and human resource department.
* Strong verbal and written communication skills.
* Proven ability to deal promptly with emergency situations.
* Precise attention to detail.

**PROFESSIONAL EXPERIENCES.**

***Working as Office Administration and PRO Assistant in A2Z Business Services Abu Dhabi UAE from 2014- September to till date.***

***Duties and responsibilities***

* Processing of Visa, Visa renewals, Daman, labor, Court etc..
* Able to solve inside and outside grievances of employees.
* Experienced to deal with government sectors such as ministry labor, ministry of interiors, municipality ,etc.
* Document controlling, Preparing balance sheet, follow up day to day transaction etc..
* Responsible to preserve relationship with officers to understand their requirements.
* Preparing reports and compiling files.
* Preparing a daily report about the offices

***Worked as Accountant for Jana sevana Wholesale and Retail co. for 3 years from 2011-2014 in Trissur–India.***

**ACADEMIC QUALIFICATIONS.**

* ***Completed Bachelor of Business Administration-BBA (HR) under Calicut University in 2014.***
* ***Doing Master of Business Administration-MBA under SM University India.***
* ***Completed higher Secondary School Education under Government of Kerala in 2011.***
* ***Completed Secondary School Education under government of Kerala in 2009.***

**TECHNICAL QUALIFICATIONS.**

* ***Completed CPIFA Certified professional Indian and Foreign Accounting with ISO certification.***
* ***Completed HDCA Higher Diploma in Computer Application from IGNET.***
* ***Completed DCFA Diploma in Computer Finance Accounting..***

**PERSONAL INFORMATION**

**Name** **: Shahul**

**Date of Birth** **: 28-07-1992**

**Marital Status** **: Single**

**Religion** **: Islam**

**Nationality** **: India**

**Languages known** **: English, Arabic, Hindi & Malayalam.**

**DECLARATION.**

**I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief.**

**Place: Abu Dhabi** **Shahul**