**Shihab**

|  |  |  |  |
| --- | --- | --- | --- |
| **E-mail** | **:** |  | **shihabkonline@gmail.com** |
| **Place** | **:** | **Dubai** |

**WORKING EXPERIENCE (10 years)**

**4+ Years ( 04 Jan 2014 to 30 Apr 2018)**

**Alquoz, Dubai**

**Position: Senior Accountant**

**My responsibilities during my tenure include the following:**

**Verifying, allocating, posting and reconciling accounts payable and receivable.**

**Analyze financial information and summarize financial status. Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information. Maintains general ledger by transferring subsidiary accounts. Preparing balance sheet, profit and loss, and other statements. Support month-end and year-end close process. Managing L/C, L/G, B/G, Proforma invoice etc.**

**5 Years (15 Apr 2009 to 31 Oct 2013)**

**Musaffah, Abu Dhabi**

**Position: Accountant.**

**My responsibilities during my tenure include the following:**

**A/R and A/P. Reconciles Banks, vendors, clients’ statements. Inventory Control and Adjustments. Processes Purchase Order, D.O. Receiving, verifying and paying off supplier invoices. Transfer data to General Ledger periodically. Facilitates Telex transfer, Proforma invoice etc., Arranging for booking flight ticket, hotel room, rent a car etc.**

**1 Year (26 Nov 2007 to 29 Nov 2008)**

**Cochin (HO), Kerala, India**

**Position:** **Executive, Risk and Settlement Dept.**

**My responsibilities during my tenure include the following:**

**Risk Analysis, Monitoring of debts and Pool Pending of selected regions. Following up of uncovered losses, pending cheques of the branches and initiating legal actions if necessary.**

**ACADEMIC PROFILE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course** |  | **Year of** |  | **Name & Address of the** | **% of marks** |
|  |  |  |  | **passing** |  | **institution** | **obtained** |
|  |  |  |  |  |  |  |  |  |  |
| **MBA** |  | **2007** |  | **P.A. College of Engg.** |  | **61%** |  |
| **(Finance)** |  |  |  |  | **Mangalore (VTU)** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **BBM** |  |  |  | **2005** |  | **St. Aloysius College,** |  | **52%** |  |
| **Degree** |  |  |  |  |  | **Mangalore (MU)** |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  | **PROFESSIONAL ACHIEVEMENTS/CERTIFICATIONS** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Certifications** |  |  |  |  | **Issuing Authority** |  | **Score** |  |
| **NCFM Capital Market Dealers Module** |  | **National Stock Exchange, India** | **69.25%** |  |
| **NCFM Derivative Core Module** |  |  | **National Stock Exchange, India** | **80%** |  |

**ACADEMIC PROJECT WORK**

**In plant training at “The Western India Plywood Ltd.”**

**Baliapatam, Cannanore-670 010, Kerala, India.** **Website: //www.wipltd.org/**

**Description: Detailed organization study through Mc Kinsey’s 7 s frameworks and SWOT analysis was carried for “The Western India Plywood Ltd.” Asia’s second largest plywood manufacturing co.**

**A study on working capital management at “Keltron Ltd.”**

**Keltron Nagar, P.O. Kalliasseri, Cannanore-670 562, Kerala, India.** **Website: //www.keltron.org/**

**Description: Detailed study on working capital management of “The Keltron Component Complex Ltd.” with reference to inventory management and ratio analysis.**

**COMPUTER SKILLS**

**Accounts applications** **:Oracle, Tally 9, Quickbook, Peachtree, Platinum,**

**CaniasERP, Simma**

**Other applications :** **Well versed with Office and Internet Applications, Interested in programming (Web development).**



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|  | **PERSONAL DETAILS** |
| **Gender** | **: Male** |
| **Date of birth** | **: 20-02-1984** |
| **Marital Status** | **: Married** |
| **Nationality** | **: Indian** |
| **Religion** | **: Islam** |
| **Own a car** | **: Yes** |
| **Place of Issue** | **: Dubai** |
| **Languages Known** | **: English, Hindi and Malayalam, Arabic(soft)** |

**Declaration:**

**I do hereby declare that the above given information is true to the best of my knowledge and belief.**

**Date:**

**Place: Dubai**

**(Shihab)**