



PROFILE

Compassionate & dedicated professional with having bachelor's Degree in Business Administration, having 6 Months of experience as an Accounts Assistant, seeking a challenging position in a professional organization through self-improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

CONTACT

PHONE:
0552043965

EMAIL:
shabadarkm@gmail.com

PLACE:
JEDDHA, KSA

PERSONAL INFORMATION

- Nationality : Indian
- Date of Birth : 10/03/2000
- Marital Status : Single
- Passport No. : U5025247
- Iqama No. : 2549946420
- Iqama Expiry : 26/09/2024
- Iqama Status : Transferrable
- Driving License : India

LANGUAGES

ENGLISH	100%
HINDI	85%
ARABIC	85%
MALAYALAM	100%
TAMIL	85%

SHAHID BADAR K M

ACCOUNTANT

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION | Apr 2021
Calicut university Kerala, India

HIGHER SECONDARY | Mar 2018
Board of Higher Secondary Education Kerala, India

SSLC | Mar 2016
Kerala Education department India

WORK EXPERIENCE

ACCOUNTS ASSISTANT | 6 Months

RAIFA HYPERMARKET

KEY RESPONSIBILITIES

Create and issue invoices to customers.
Process credit memos. Prepare account statements for customers.
Follow up on outstanding payments and answer customer queries.
Monitor all payments and prepare monthly billing reports.
Manage account balances and resolve inconsistencies.
Assist the accounting department with the preparation of financial reports.

SKILLS

Operating System	: Microsoft Windows XP, Professional & DOS
Spread Sheet	: Microsoft Excel, Microsoft Works
Database	: Microsoft Access
Application	: Microsoft Office Power Point
Documents	: Microsoft Word, Word Processing

DECLARATION

I hereby declare that above-mentioned information is true and I bear the responsibility for correctness of the above-mentioned particulars.

SHAHID BADAR K M