



MUHAMMED SHAFEEQUE

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Muhammed Shafeeque

S/O Usman
Edakkandiyil (H) Valiyaparamba (po)
Kizhakkoth
Mob:+971-566785950

Personal Details

Date of Birth : 02/04/1998
Father's Name: Usman E k
Nationality : Indian
Religion : Muslim
Sex : Male
Marital Status : Single

Languages Known

English, Hindi, Malayalam

CAREER OBJECTIVE

Highly motivated, pro-active, result oriented and hardworking youngster on the lookout for a career in Finance & Accounts. Seeking a position in a reputed and progressive organization where my qualifications and experience can be leveraged for growth of the organization as well as for my career exposure.

EDUCATIONAL QUALIFICATION

B-COM FINANCE
(CALICUT UNIVERSITY)-2018

PLUS TWO
(HOLLY FAMILY H.S.S KATTIPARA) -2014

S.S.L.C
(M.J.H.S.S ELETTEL) - 2012

WORK EXPERIENCE – ABOVE 3 YEARS

BIJU ASSOCIATES THE ULTIMATE ACCOUNTING SOLUTIONS (1-10-2017 To 10-01-2018)

Job Description:

- Build and maintain strong customer relationship by providing excellent customer service
- Identify performance improvement areas and provide recommendation.
- Hire train and guide staff to meet expected goals.
- Cash handling and Cash Tally
- Develop business improvement initiatives based on current market trends and competitors.
- Preparation of monthly reports

ADNOC DISTRIBUTION ABU DHABI, UAE. CASHIER & DOCUMENT CONTROLLER (08-01-2019To 31-01-2022)

Job Description:

- Daily updating of company accounts.
- Stock and cash verification.
- Supplier management and payable management.
- Preparation of various reports for management.
- Reconciling of company accounts with branch closing reports.
- Assisting management in decision making with required report.

Passport Details

Passport Number - S8926665
Date of Issue - 26/12/2018
Date of Expiry - 25/12/2028
Place of Issue - Kozhikode
Visa Status - UAE Residence

Knowledge and Skills Developed

- ✓ A versatile and skilled Accountant with leadership qualities and excellent hands on accounting and auditing.
- ✓ Experience in Accounts and Audit of Banks, Medical clinics, Trading, Manufacturing, Restaurants and other service oriented organizations.
- ✓ Quick adaptability to dynamic situations.
- ✓ A good team player with a strong work ethic and results oriented approach.
- ✓ Excellent communication skills in English, Hindi and Malayalam.

Skills

- Very good learning skills.
- Time management
- Clean Indian driving license
- Fluent in English & Hindi

Strength

- Good Interpersonal skill
- Good Communication & management skill
- Willingness to learn and improve
- Dedicated and self motivated
- Goal oriented & ready to take initiative
- Good Leadership

DIGITAL COMPETENCE AND QUALIFICATION

- Proficient with Tally ERP 9, Entry, Focus and other accounting software.
- Proficient with MS Word and MS Excel, Page Maker.
- Beginner's level knowledge in SAP and ERP modules.
- Well computer Knowledge

DECLARATION

The above information is true to the best of my knowledge and belief. I assure that I will perform my duty and meet the organizational requirement sincerely and to the satisfaction of my superiors if I may be given an opportunity to work in your esteemed concern.

Place :ABU DHABI
Date :

Yours Sincerely,

**MUHAMMED
SHAFEEQUE**