

MOHAMMAD SAHAD

Seeking a responsible, challenging and permanent position to employ my education and experience with reputed and progressive organization in the companies so as to be recognized as a leading professional.



CONTACT



+971 5827 36510



mdshahad747@gmail.com



Dubai , UAE

EXPERIENCE

Feb 2021 - Apr 2022

Malabar Restaurant, India

JUNIOR ACCOUNTANT CUM CASHIER

- Financial reporting & analysis.
- GST Registration.
- Monthly closing and daily cash flow handling.
- Accounts payables and receivables handling.
- Invoice preparation and handling petty cash.
- Preparation of balance sheet.
- Bank reconciliation.
- Data entries, sales & purchase handling.
- paying monthly payroll.
- Maintaining accounts receivable and accounts payable

Feb 2019 - Mar 2020

School Book Company, Karnataka , India

**SALES COORDINATOR CUM
CUSTOMER SERVICE EXECUTIVE**

- Customer handling.
- cash handling.
- Attending calls.
- Resolving customer issues.
- Communicate customer needs to stakeholders,

EDUCATION

Govt. of Karnataka (2022)

Deploma In Office Automachine

Mangalore University (2018-2021)

B. Com

CERTIFICATION

Manipal Institution of Computer Education (2018)

Web designing

TECHNICAL SKILLS

- MS Office ★★★★★
- Tally ★★★★★
- Peachtree ★★★★★

SKILLS

- Good communication - written and oral skills.
- Excellent conceptual and analytical Skills.
- Effective interpersonal Skills.
- Punctuality.
- Creativity.

STRENGTH

- Ability to perform under pressure and dedicated to achieve any given deadlines.
- Ability to motivate and inspire confidence in the team.
- Enthusiastic and Hardworking.
- Quick grasping power, Positive thinker and have a strong sense of creativity.

LANGUAGES

- English
- Hindi
- Malayalam
- Kannada

DECLARATION

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

PERSONAL DETAILS

- Gender : Male
- Date of Birth:01-03-2000
- Nationality: Indian
- Marital Status: Single

PASSPORT DETAILS

- Passport Number : V5691821
- Visa Status: Visiting Visa
- Visa Expiry: 10-07-2022