



CURRICULUM VITAE

AMIN SHAH PM

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Objective

To seek a challenging position with a management team which can be best utilize my skills and experience for achieving organizational goals and objectives.

Academic Profile

- ❖ Bachelor of Commerce from Calicut University in 2006, Kerala-India
- ❖ M.com from Calicut University (course completed 2007-2009)

Major Projects and Training

- ❖ Diploma in Aviation, Hospitality & Travel Management
- ❖ Diploma in Computerized and Manual Accounting
- ❖ Diploma in Computer Application

Professional Experience

Duration: 11-09-2018 to 27-11-2020
Company: Fifth Star Auto Spare Parts Tr. Sharjah
Designation: Accounts and Administration

Job Profile:

- ☐ Compute Taxes owed, prepare Tax Returns, and ensure prompt Payment.
- ☐ Documents financial transactions by entering account information.
- ☐ Organize and Maintain financial records.
- ☐ Keep Account books and Accounting System up to date.
- ☐ Enter Inventory in to the system
- ☐ Track Accounts Receivables and Payables.
- ☐ Prepare Statement and cheques for suppliers.
- ☐ Manage the cash and bank deposits.
- ☐ Manage Tracking and retrieval customer payment.

Duration: 01-02-2015 to 10-06-2018
Company: ICICI Bank Limited India
Designation: Finance Co-ordinator

Job Profile:

- ☐ Structured Loan Packages around the customer's needs and credit.
- ☐ Propose Finance to all new vehicle and Implemented Policies and procedures.
- ☐ Provides hands-on support, direction and assistance to colleagues on all areas of their assigned duties ensuring.
- ☐ Managing all Areas and Branches allocated to me.
- ☐ Received and Approved Auto Loan Applications, supporting Loan Officers and Managed Multiple files.
- ☐ Disclose the Financial information to customers.
- ☐ Maintained good working relations with all dealers and clients.
- ☐ Stay up-to-date on company best products, policies, pricing and promotion.
- ☐ Teamwork with Managers and co workers and customers to determine Finance programme.
- ☐ Prepared the periodic reports on Loan Processing requested by Management.

Duration: 10-04-2013 to 05-12-2014
Company: Bright Star Limousine w.l.l. Qatar
Designation: HR Administrator

Job Profile:

- ☐ Create and Distribute and file all Type of Documents.
- ☐ Providing customer service to company Employees.
- ☐ Maintaining Computer system by updating and entering data.
- ☐ Ensure the compliance with quality assurance requirements.
- ☐ Participating Recruitment Team efforts.
- ☐ Posting job ads and organising Resumes and job applications.
- ☐ Scheduling job interviews and assisting in Interview process.
- ☐ Updating and maintaining Employee benefits and Employment status.
- ☐ Processing Payroll to the Employees.

Duration: 21-01-2010 to 02-01-2013
Company: IBN RUSHD MEDICAL Drugs & Equipment Store LLC Dubai
Designation: Accountant and HR Admin

Job Profile:

- ☐ Supported office administration and accounts department.
- ☐ Managing inventory control.
- ☐ Keeping and updating employees' documents.
- ☐ Make sure the availability of the stock taking weekly.
- ☐ Managing the movement of stocks fast and slow moving items.
- ☐ Managing the bank deposits and cash disbursement activities.
- ☐ Maintain all files and invoices and prepare reports for minutes of meeting.
- ☐ Manage all petty cash and prepare cash flow reports.

Operating Systems

- ☐ Windows –XP.
- ☐ MS-Office word, Excel and PowerPoint.
- ☐ Extensive usage of Internet & email.
- ☐ Quick books

Languages Known

- ☐ English
- ☐ Hindi
- ☐ Malayalam
- ☐ Tamil

Personal Details

- ☐ Date of Birth: 30-05-1985
- ☐ Father Name: Moidunny
- ☐ Sex: Male
- ☐ Nationality: Indian
- ☐ **Visa status :** **visit visa**
- ☐ Marital Status: Married
- ☐ Passport No: K3885114

References

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|--|--|
| ☐ Mr. Gopinath.kv
Mechanic Supervisor
AIMS (Municipality)
Ajman (UAE)
+971501746848 | ☐ Mr.Nidhin.p.s
Sales Representative
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Declaration

In the view of the above I concede that possess necessary energy and seal in addition to my qualification and experience to meet your expectation. In the event of my selection I assure you that I will carry out all responsibilities assigned to me with complete sincerity.

AMIN SHAH PM