



SHIJIL

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Profile Summary

Working in AL MADINA group of company Dubai from 2017 as a Data entry.

To start a challenging and dynamic carrier in the financial enterprise which will utilize my knowledge, skills and experience with in a progressive and reputed organization in order to achieve desired results and professional growth.

Work Performed

Key skill areas include:

➤ Preparing purchase orders	➤ Preparing Goods Received Note	➤ Preparing Goods Receipt Voucher
➤ Preparing Sales Invoice.	➤ Make necessary changes or corrections	➤ Yearly Stock updation
➤ GRN Entry and Verify	➤ Dealing with staff queries	➤ Verify accuracy of data
➤ Processing Sales Invoice.	➤ Retrieve Information in the Right Format at the Right time.	➤ Preparing invoices for payments.
➤ Scan documents and print files, when needed	➤ Windows Xp/7/8 Support	➤ Printing & Email Support

Computer Skills

Skills	Skill Name
Computer skills	MS-Windows XP/Windows 7/Windows8/Windows 10
	Ms-Office
	Gravity Inventory System

Certifications

CERTIFICATE COURSE IN DATA ENTRY & OFFICE AUTOMATION (CDEOA)

Professional Experience

- Working in Madina group of company in Dubai from 2017 onwards.

Duties & Responsibilities

- ✓ Preparing purchase orders.
- ✓ Matching invoices to purchase orders.
- ✓ Encoding and matching deliveries as per delivery order.
- ✓ Research and reconcile any discrepancies.
- ✓ Preparing Goods Received Note.
- ✓ Route invoices within company to obtain payment approval.
- ✓ Code invoices and set up payment schedules.
- ✓ Interact face to face and via phone calls with all management and employees in order to act as a source of information and direction.
- ✓ Making business correspondence by mail and by email.
- ✓ Preparing paper works, scheduling and account summarizing monthly basis payment.
- ✓ Perform related work as required.
- ✓ Filing accounting records, reports and other important documents.
- ✓ Annual stock updating in inventory.

Education & Qualification

SSLC
PLUS TWO

Personal Details

Current Location & Address.	:	DIP DUBAI UAE
Name	:	SHIJIL
Languages	:	MALAYALAM, ENGLISH, HINDI, TAMIL,
Date of Birth	:	26.04.1993
Nationality	:	INDIAN
Passport	:	L 6816288
Availability	:	IMMEDIATE