



MUHAMMED SHIBILINK

Phone: +971-523-684-685

E-mail: shamsudheenshibil@gmail.com

NEBOSH/B.COM GRADUATE

PROFILE

To obtain a job in the area of human Resource, Admin or IT that provides me with a scope for growth and value addition to my career, wherein my skills can be used.

EXPERIENCE

ACCOUNTANT

MANARAT AL SAJJA HYPERMARKET L.L.C 2019-2020, SHARJAH,UAE

- Provide financial information to management by researching and analyzing accounting data :preparing reports.
- Prepares asset,liability, and capital account entries by compiling and analyzing account
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Substantiates financial transactions by auditing documents
- Secures financial information by completing database backups
- Maintains financial security by following internal controls
- Prepares payments by verifying documentation, and requesting disbursements
- Audit financial transactions and documents

INVENTORY CONTROLLER

- Perform critical inventory tasks to ensure the correct amount of items are in stock
- Maintain updated and accurate records of inventory including transfers and cycle counts
- Review documentation and monitor product codes to search for discrepancies;troubleshoot quantity discrepancies between stock and records
- Track rates of accuracy, purchase and return as well as defective items to inform quality control decisions
- Prepare, generate, and file financial inventory reports; review reports monthly with management
- Develop and implement improvements to existing operational procedures in order to maximize efficiency and cut operations costs

ADMIN & ACCOUNTANT

MADINA SUPERMARKET Kerala,India 2018

- Assist accounts & prepare all financial data and reports
- Manage monthly journals & update entries
- Administer & manage invoices, documents, files etc.
- Prepare invoices for all & prepare updates on all accounts.

SKILLS

- Performance and scalability optimisation
- Team management
- Public speaking
- Skill development
- People management
- Good communication skill

EDUCATION

NEBOSH IGC

Golden wings academy,Thiruvalla,kerala

- International general certificate in occupational health and safety_United kingdom-2019
- Diploma In Construction And Industrial Safety Management

BACHELOR OF COMMERCE

Assabah Arts And Science, Malappuram,kerala

- Computer Applications

HIGHER SECONDARY

GHSS Kokkur, Malappuram,kerala

- Commerce

SSLC

Irshad English School,malppuram,kerala

PERSONAL PROJECTS

- A market study on onlineshopping in regional basis (2017)

LANGUAGES KNOWN

- English
- Hindi
- Malayalam

MY INTERESTS

- E-learning
- E-commerce
- Automobile
- New findings

OTHER DETAIL

Valid Passport - Till 16/04/2026