



SHAHANAS TM

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Abudhabi, UAE

shahanastm9@gmail.com

SKILLS

- Vendor Management.
- Communication Skills.
- Sales Analysis.
- Strategic Planning.
- Customer Service Skills.
- Flexibility to do different tasks.
- Ability to follow procedures correctly.
- Confidence in giving advice & information.

SOFTWARE SKILLS

- SAP ERP
- TALLY ERP
- PEACHTREE
- QUICKBOOKS
- MS OFFICE

LANGUAGES

ENGLISH ■ ■ ■ ■ ■
HINDI ■ ■ ■ ■ ■
ARABIC ■ ■ ■ ■ ■
MALAYALAM ■ ■ ■ ■ ■

PERSONAL DETAILS

- Date Of Birth : 24-04-1990
- Nationality : Indian
- Visa Status : Visit Visa
- Passport No : L9075345

“ To Work in an environment of highly dynamic company which offers me challenging opportunities to utilize and implement my knowledge and skills to the fullest and enhance my knowledge and growth up to the highest level,,

WORK EXPERIENCE

Lulu Group International - Storekeeper

2017 - 2019

Jeddah,KSA

- Provide materials counter assistance.
- Supervisor-Manager,Materials management or Manager.
- Peers & Co-workers-Storekeeper,Buyers,Sourcing Managers & Analysis.
- Effective management of projects,deadlines,and work load prioritizing.
- Collect & maintain all documents to arrange an organized filling system.
- Direct relation with client people by sending receiving of documents electronically.
- Liaise with all departments regarding the status of files & retrieve as required.
- Provide training & support in “hard goods ” inventory management methods & SAP transactios.

Noor Al Doha Foodstuff Trading – Assistant Accountant

2015 - 2017

Ajman,UAE

- Post & Process journal entries to ensure all business transactions are recorded.
- Update accounts recievable & Issues invoices.
- Update accounts payable & perform reconcilaitions.
- Prepare & submit weeklu/monthly reports.
- Reconciling the company’s bank statements and bookkeeping ledgers.
- Completing analysis of the employee expenditures.
- Managing income & expenditure accounts.
- Keeping a check on the company’s finances based on financial status.
- Filing and remitting taxes & other financial obligations.
- Check & maintain invoices.

Cochin Internation Airport - Ground Operations

Jan2013 – Dec2013

Kerala,INDIA

- Ground Operations

EDUCATION

- Bachelor’s Degree,Commerce
Shridhar University,India
- Higher Secondary,Commerce
Board of HSE Kerala

CERTIFICATION

- IATA Completed
- Arabic & English Translation literary programmer
- Microsoft office Specialist