MOHAMED SHIHAB PUTHIYA VEETTIL

VISA: ON VISIT

📞 0567564923

✉ shibuettilayil90@gmail.com

📍 UAE

Birth Date
07 – Aug – 1988

Nationality
Indian

LANGUAGES

English

Hindi

Malayalam

Tamil

SKILLS

Tally ERP 9 (Vat Incl.)

Ms Office

PROFILE

A real team player who is able to cover general administrative and clerical duties, provide excellent customer service and efficiently perform run of the mill office work like maintaining computerized and manual records. Flexible with both hours and tasks undertaken, reliable and trustworthy and always having a positive attitude. able to act as a first point of contact and deal with enquiries from members of the public and colleagues. Always willing to get involved & makes an effort to understand the work of others.

Standards of accounting | Knowledge of regulatory standards | General business knowledge | Software proficiency | Data analysis | Attention to detail | Effective communication | Critical thinking

EDUCATION

Bachelor in Commerce, University of Calicut

India | 2008 April - 2011 April

COURSES

Advanced diploma in Manual & Computerized accounting, Excel Accountants Academy

Tally Financial Accounting Program Vol. I - IV, Excel Computers

EMPLOYMENT HISTORY

Office Administrator / Accounts / IT, Al Hoty Stanger LLC

2015 November - 2021 September

Resolving routine administrative problems, checking emails and ensuring a timely responses to all inquiries, inputting information into designated fields using various databases, scheduling appointments, photocopying various documents, receiving and distributing mail, taking phone messages, preparing routine documents for senior managers, assisting in the preparation of budget requests, Looking after junior members of staff and encouraging them to do better, ensuring that confidential documents are not left lying around and instead are properly filed way, ordering office stationary, clearing Invoices and Sending To Clients, repairing Test Reports, preparing Transmittals Through Data Base, technical Support For IT Section and Network related issues.

REFERENCES

Upon request.