



SHAFEEQUE MUNEEES MK

ACCOUNTS ASSISTANT

PERSONAL PROFILE

An ambitious MBA post graduate specialized in Marketing and Human Resource. I have more than 1 year of professional experience as an Accounts Assistant. I am a target-oriented individual with proven skills in achievements and setting goals. An Effective team player as well.

CONTACT



Abu Hail, near Al
qiyadah Metro station,
Dubai, United Arab
Emirates



shafeequemunees@gmail.com



+971 552755315



linkedin.com/in/shafeeqe-
munees-mk-1611b0180

AREA OF INTERESTS

- Marketing
- HR
- Accounts
- Operations
- Sales
- Administration
- Customer relationship

SKILLS

- Exceptional communication and networking skills
- Successful working in a team environment, as well as independently
- The ability to work under pressure and multi-task
- The ability to follow instructions and deliver quality results

WORK EXPERIENCE

Popular Vehicles and Services pvt ltd

Accounts Assistant

JUN 2016- SEP 2017

- Maintaining and organizing numerous office files
- Preparing new car's orders and invoice
- Assisting the senior Accountant in preparation of monthly accounts receivables and payables, Reconciliation of bank statement at the end of month and follow up for the same
- Maintain cash transaction and petty cash book
- Handling and keeping the new car booking dockets
- Maintain attendance and salary register of employees

INTERNSHIPS

1. 28 days of Summer internship at AM Motors, Malappuram, India
2. 45 days of Final Major internship at ABC Motors, Malappuram, India

ACADEMIC QUALIFICATIONS

POST GRADUATION

Discipline : Master of Business Administration (MBA)
Specialization : Human Resource management and Marketing
University : Bangalore University
Institution : Lorven St. Xavier's Bangalore
Year of passing : 2019
Marks(%) : 65%

GRADUATION

Discipline : Bachelor of Commerce (B.Com)
Specialization : Computer Application
University : University of Calicut
Institution : Blossom Arts and Science College, Kondotty
Year of passing : 2016
Marks(%) : 66%

HSE

Discipline : Commerce with Computer Application
Board : Kerala HSE Board
Institution : PPMHSS Kottukkara
Year of passing : 2013
Marks(%) : 76%

PROJECTS

- 1. Dissertation/Major Project : Marketing**
Topic : A study on customer retention strategies implemented
Company: ABC Motors, Valluvambram
- 2. Minor Project : HR**
Topic : A study on employee perception, work culture and HR policies.
Company: AM MOTORS, Malappuram
- 3. UG Final Project**
Topic : Buying behavior on Two-wheeler among youth
Company: Mark Motors, Kondotty

TECHNICAL SKILLS

- MS Word
- MS Excel
- Tally
- SPSS
- Diploma in Indian and Foreign Accounting (IFA)

LANGUAGE PROFICIENCY

- English, Malayalam, (Read , write and speak)
- Arabic, Hindi (Read and write)
- Tamil (Speak)

REFERENCE

- 1.Mukesh VM : Assistant recruitment manager, AM motors –Malappuram Phone:+918589992346 email: tl.adminstatutory@ammotors.com
2. Dr.Proff.Venkatesh Shastri, St. Xavier's Bangalore phone:+919845045919