

SHAHAN SHAN T

CAREER OBJECTIVE

To secure a position in a challenging environment requiring innovation and to improve my individuality in teamwork and to be an efficient contributor to the development of the organization.

CONTACT



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Dubai, UAE

EXPERIENCE

June 2021 - June 2022

Ceramic Plaza - Calicut, India

ACCOUNTANT

- Preparation of daily report
- Assist with the preparation of financial statements
- Analyze and reconcile bank statements and general ledger
- Post journal entries for accrued expenses and revenue
- Act as a liaison for vendors to reconcile any billing discrepancies

Jan 2021 - May 2021

ESPANSHE - Calicut, India

SALES CUM BILLING STAFF

- Lead and manage customers
- Communicate to customers
- Identify customer needs and wants
- Maintaining good environment
- Promote product and services

TRAINING

Oct 2016 - Nov 2016

Attended on the job training programme at KSEB, Balussery.

SKILLS

Great Communication skill
Willingness to learn new think
Time management
Commitment and dedication
Strong work ethic

DECLARATION : I solemnly declare the information mentioned herein is true and correct to the best of my beliefs.



EDUCATION

2017 - 2020

Calicut University

Bcom (Computer Application)

2015 - 2017

Computerized Office Management

Vocational Higher Secondary Education

TECHNICAL SKILLS

Database Management

MS Excel & Presentation software

Basic office function and

computer Word processing

ERP operation and computerized

typing (45 W/M in English , 35 W/M Malayalam)

Tally prime

LANGUAGES KNOWN

English

Hindi

Malayalam

PASSPORT DETAILS

Passport No: U7805590

Visa status: Visit Visa

PERSONAL DETAILS

Gender: Male

Date of birth : 04-03-2000

Nationality : Indian

Marital status: Single