



SHIHAB MOHAMMAD

OFFICE ADMINISTRATION

T +971 50 3192065 W +971 503192065

SUMMARY

More than 10 years' experience in Oil & Gas (ADNOC Gas Processing) and Office furniture supply company in UAE as Administration and office in charge. To be associated with a company where my profession and potential could be applied for mutual advantage. Looking forward for an opportunity in a challenging environment, where I can utilize my Experience and skills in contributing effectively to the success of the organization and also forth improvement of my personal skills.

SKILLS & ABILITIES

- ✓ Maximo software (Warehouse use)
- ✓ Advanced word & PowerPoint
- ✓ Advanced Excel
- ✓ Warehouse Shutdown work and & material order list
- ✓ Programming language, c, c++, & Java
- ✓ Sales and Marketing
- ✓ Preparation of Reports
- ✓ Accounting software (Tally, Peachtree, Daceasy, & TATA EX)
- ✓ Valid UAE driving License(Manual)

VITALS

T +971 50 319 2065

E shabuknr062@gmail.com

City: Abu Dhabi, United Arab Emirates

DOB: 20 May 1984

LinkedIn: [LinkedIn Profile](#)

INDIAN PASSPORT NO: M0400787

EXPERIENCE

OFFICE INCHARGE AND ADMIN –EASTERN DESIGNS

FURNITURE & DECOR, ABU DHABI, UNITED ARAB EMIRATES

25/03/2019 – 20/08/2021

- ✓ Summarize and prepare financial status and transactions reports, including a profit and loss statement, and other necessary reports
- ✓ Comply with all federal, state, and local protocols including legal requirements, and interpret new and existing legislation
- ✓ Create a Standard Operating Procedure (SOP) manual for accounting policy and regulations, and roll out reconciliation procedures
- ✓ Monitor and maintain a new audit system by implementing new policies and procedures in the finance department
- ✓ Guide junior accountants and other staff by answering questions and coordinating informational classes
- ✓ Focus on tax compliance, state business registration, contract review, and non-profit tax filing

STORE ADMINISTRATION AND OFFICE ADMIN AT ADNOC

GAS PROCEESING(GASCO), ABUDHABI, UAE

20/03/2012- 15/01/2019

- ✓ Issuing of materials: against MR (Material Requisitions) and WO (Work Orders) and updating the records in MAXIMO.
- ✓ Unused materials and repairable items updating in MAXIMO through MRR (Materials Return Request) Shut Down (Plant) Materials.
- ✓ Arranging materials as per the Shutdown Work Order Materials List.
- ✓ Preparing RFT/ (Request for Transfers) / TR (Transfer Request) of materials available/excess in other plants.
- ✓ Preparing Exceptional Reports for shortage materials.
- ✓ Loan Items (of new Major Projects).
- ✓ Issuing/receiving of Materials on loan to EPC Contractors as and when required.
- ✓ Maintaining records for issue/receipt(return) of loan items.
- ✓ Co-ordination the inspection of returned materials with End Users/Material Engineers.
- ✓ Upgrading of ISO documentations.

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SALES ACCOUNTING OFFICER – ETISALAT, ABUDHABI, UAE

05/12/2009- 20/03/2012

- ✓ Payment in Etisalat Bills (Cash, Card and Cheque).
- ✓ Solving issue for payment: such as Wrong payment & incorrect account number.
- ✓ Details for the payment problems and solving the issue.
- ✓ Providing clearance certificate (After cancel the Etisalat account).& Sales of Etisalat equipment

SALES EXECUTIVE – ICICI BANK, BANGLORE, INDIA 03/05/2008 –

22/05/2009

- ✓ Following up with Technical Department, Finance Department, Data entry regarding the customers' complaint.
- ✓ Uploading and updating the tag and vehicle information in the database.
- ✓ Investigating on call and Receiving escalated calls & making outbound calls.

EDUCATION

MBA IN FINANCE, , TJOHN COLLEGE OF MANAGEMENT STUDIES, BANGLORE, INDIA

2007 -2009; CGPA 6.9 ; Affiliated to Madurai kamaraj University,

B.COM WITH COMPUTER APPLICATION, KANNUR UNIVERSITY, I, KANNUR.KERALA, INDIA

2003-2006; CGPA 6.2 studied ITM college of Arts & Science, Kannur, Kerala, India

CERTIFICATIONS

- ✓ Safety induction training certificate at Habshan, Abu Dhabi-UAE
- ✓ Mobile technician and repairing course at Kannur, India.
- ✓ Indian & Foreign Accounting Software certificate,Kannur, India.

REFERENCES

- Mr. SALEEM SALAH-G. MANGER, EASTERN DESIGN FURNITURE
T: +971 50 8155455
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- Mr. FAISAL AL TENEIJI-MATERIAL OPERATION HEAD(GASCO)
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