

CURRICULUM VITAE

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Profile

A professional Graduate from Annamalai University, India, with a Bachelor's Degree in Business Administration, during my years of experience, I managed to establish a solid background in Accounting, Telecom & Customer Service sectors which significantly contributed to enhance my understanding of the different business sectors.

Objective

To seek a rewarding and challenging position with potential in advancement and full utilization of my work experience and expertise in mutually beneficial association with renowned and dynamic organization.

I have potential and utilize my experience and can execute well as an Administrator, Secretary, Co-ordinator, Document Controller, Payable and Receivable.

Work Experience # 1

Worked as an **Assistant Accountant in Al Marwan Group of Companies, Sharjah - UAE** (from 07/12/2003 to 21/03/2012).

Responsibilities

- Collecting the statement of accounts from the suppliers, reconcile with our **SOA** and arrange the cash and cheque payment.
- Sending the statement to the customers and follow-up the payment as per the agreement.
- Assisting the payroll division during process the salaries & arranging the cash salaries payments.
- Reviewing the time sheets of equipment rental for all the equipment and machineries hired.
- Preparing of Petty cash and organizing the documents properly.
- When my company implemented new software (**ERP-Profit**) in the year 2005, I was one of the team member to discover the mistakes and rectify it with the programmer from the software company.
- Mutual understanding with Accounts, Finance and Other Departments colleagues.
- Knowledge of VAT.

Work Experience # 2

Worked as an **Administrator** at **TST Agencies (BSNL FRANCHISEE) to BHARAT SANCHAR NIGAM LTD (A GOVT OF INDIA ENTERPRISE) - KARAIKAL - PONDICHERY - INDIA.** (from 01/04/2012 to 27/06/2015).

Responsibilities

- Day by day monitoring the accounts for excess and shortage of cash.
- Solving the queries from customers and retailers.
- Frequently contacting with Retailers to improve the sales.
- Updating Retailers with new offers and explain the details of implementation.
- Day by Day Monitoring **FOS** (Feet on street).
- Taking calls from BSNL DEPARTMENT, Sub Franchisee, Retailers regarding the Complaints.
- Every Quarterly Attending Franchisee meetings held at Sub Head Quarters in Kumbakonam -Tamil Nadu - India.
- Attending Franchisee Meetings every six month held at Head Quarters in Chennai - Tamil Nadu - India.

Work Experience # 3

I have did my own business in the name of **ADAM HANIFA HELMETS** in **KARAIKAL - PONDICHERY - India.** (from 15/07/2015 to 24/04/2018).

Work Experience # 4

Worked as an **Administrator** at **HALAAL GARDEN RESTAURANT - NAGAPATTINAM - TAMILNADU - INDIA.** (from 01/05/2018 to 09/12/2019).

Work Experience # 5

Worked as a **Computer Operator** at **Anna University Chennai, Tamil Nadu - India** (from 01/06/1998 up to 31/08/2002).

Responsibilities

- As per the guidelines given by TNEA Secretary Counselling with Candidate, Parents about the Engineering Colleges all around Tamil Nadu - India.
- Scrutinizing the Certificates like HSE Mark Sheet, Transfer Certificate, Community Certificate Etc.,
- Direct them up to final allotment.
- Co-ordinate with Anna University Staff about the next day schedule.
- Follow up the attendance of Co-Workers depends their shifts
- When Anna University split the Counselling into four big Cities I am given trying to the Engineering College students.

Educational Qualification

Bachelor of Business Administration

Annamalai University,
Chidambaram. Tamil Nadu, India.

Diploma in Computer Operation and Application

Diploma in Desktop Publishing

National Institute of Computer Education,
Nagapattinam, Tamil Nadu, India.

Computer Skills

Operating System : Windows10, XP and Windows 7
Office Automation : MS-Office 2010
Accounting Software: ERP (Oracle Based) and Fox-Pro.

Key Strengths

Can Work under Pressure
Good Organization Skills
Leadership skills
Target Oriented
Well Telephone Manners
Friendly and Pleasing Approach

Personal Details

Marital Status : Married
Date of Birth : 17.03.1974
Religion : Islam
Languages Known : Tamil, English, Malayalam & Hindi
Nationality : Indian
Visa Status : Visit Visa