



MOHAMMED SHADAB



CONTACT

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Dubai, United Arab Emirates



SKILLS

Team Player, Good Communicator, Customer Service Expert, Written and Verbal communication, Very Good Typing Speed

Tally ERP 9, VAT Returns

MS-Office (MS Word, MS Excel, Power Point)

Windows 7,8,10



LANGUAGES KNOWN

English, Hindi, Urdu, Kannada, Tulu



PERSONAL DETAILS

Date of Birth : 03/07/1999

Marital Status : Single

Nationality : Indian

Religion & Community : Islam , Muslim

Gender : Male

Availability : Immediate

Visa Status : Employment Visa



PROFESSIONAL SUMMARY

A talented accounting professional with outstanding knowledge of financial reporting systems in addition to great problem solving, analytical, and critical thinking skills seeks the position of General Accountant to effectively analyze documents, accounts, and transactions and perform other duties excellently.



PROFESSIONAL EXPERIENCE

HANARS COMMUNICATION NETWORKS(LLC)

September 2020 - 1 year 4 Months (Current)

ACCOUNTANT

- Establishing tables of accounts and assigning entries to proper account.
- Maintain overall financial administration of various day to day accounting functions including payable, receivables and purchase orders.
- Prepare tax documents and VAT returns.
- Preparing Balance Sheet reconciliations.
- Compile and analyse financial statements.
- Payments follow-up with the customers.
- Manage petty cash of the company.
- Mangaing employees attendance and their details including payslip.
- Oversee company payroll.
- Site visit to check the ongoing work status of labours.
- Maintain and manage the visa follow-ups of all the employees of the company.
- Provide administrative support and perform numerous duties scheduling, writing correspondence, emailing, handling customers and answering questions and requests.
- Keeping employees record and Visa following on their basis.
- Maintain trusting relationships with customers and colleagues.



EDUCATION

Mangalore University, Karnataka

2020

Bachelor of Commerce (BCom)
First Class

Department of Pre University Education Karnataka

2017

10 + 2(12th Standard) Commerce
Second Class

Karnataka Secondary Education Examination Board

2015

SSLC
66.08%



PERSONAL TRAITS

Attractive personality
Hardworking and Quick learner
Self confidence with positive mind
Strong communication skills



FIELD OF INTERESTS

Accounting
Customer Service



PASSPORT DETAILS

Passport No : U4055144
Place of Issue : Bangalore
Date of Issue : 28/04/2020
Date of Expiry : 27/04/2030



DECLARATION

I hereby declare that the above mentioned details are true to best of my knowledge and belief.

Mohammed Shadab

Place: Dubai
Date: