

CURRICULUM VITAE

MOHAMMED SHABEER M S



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Father Name : Seedi M A

Marital Status: Married

Date of Birth : 18/03/1990

Nationality : Indian

Gender : Male

Religion : Muslim

Linguistic Skills:

- English
- Hindi
- Malayalam
- Arabic

Passport Details

- Passport No.: K3969447
- Date of Issue: 30/04/2012
- Date of Expiry: 29/03/2022

CAREER OBJECTIVE

I wish to attain suitable position in an esteemed organisation and who wish to use all my constructive abilities and desirous to make my career by changing my quality of work as demand to achieve the desire result. I sincerely believe in maintaining a peaceful, friendly and respectable atmosphere at my place.

EDUCATIONAL QUALIFICATION

- Secondary School- Kerala, India
- Higher Secondary School – Kerala, India
- Degree (B.Com) Kannur University.
- Accounting –Tally

PERSONAL STRENGTH

- 6+ years of experience in clerical field.
- Responsible for tabulating and posting of data in the record books.
- Maintaining record books of all the reports in an organized way.
- Operating different type of machines like typewriter, calculators, etc.
- Responsible in managing the paid out cash.
- Maintaining a system to manage the bills, receipt Clerk Daily activities includes, invoices, checks and other policies of the system.
- Writing documentation on various topics and handling client's queries.

COMPUTER SKILLS

- Experience working on Windows 95/98 /2000/NT/XP
- Good knowledge of MS office suit that includes Excel, PowerPoint, File Management
- Well versed with the use of publisher.
- Good typing skill

PROFESSIONAL EXPERIENCE

- **Amundi Assets Management Dubai International Financial Center (DIFC)**
2017-2019
Reception Officer

Duties and responsibility

- File work
- Purchase Order and follow-ups with suppliers on timely basis.
- Assists the PRO in preparing the required documents by the government authorities.
- Answers calls, determines the purpose and forwards it to appropriate personnel or department.
- Takes and delivers messages when appropriate personnel are unavailable.
- Welcomes visitors, determines nature of business and announces visitors to appropriate personnel or department.
- Organizes office management activities, trainings, meetings and conferences.
- Maintains publications of the received, sorted and routed mails and couriers.
- Performs other clerical duties such as filling, Photocopying, and collating documents.

- **ADSSC, (Abu Dhabi sewerage Service Company) through SOS HR SOLUTIONS office**
Assistant / Admin Assistant/ Archive clerk
2015-2017

Duties and responsibility

- Develops filing information systems ensuring the order of archive materials.
- Assists the PRO in preparing the required documents by the government authorities.
- Prepares attendance, Payroll, gratuity and other reports and forms.
- Manages billing records for services, stationaries and other expenses.
- Answers calls, determines the purpose and forwards it to appropriate personnel or department.
- Takes and delivers messages when appropriate personnel are unavailable.
- Welcomes visitors, determines nature of business and announces visitors to appropriate personnel or department
- Organizes office management activities, trainings, meetings and conferences.
- Maintains publications of the received, sorted and routed mails and couriers.
- Serves as a liaison with other departments in the resolution of day-to – day tasks.
- Performs other clerical duties such as filling, Photocopying, and collating documents.
- Contributes to team effort by accomplishing related results as needed.

- **Messenger and Office Assistant**
Dr. Ahmed Abu Sherya Medical Centre, Abu Dhabi UAE,
2013-2015

Duties and responsibility

- File work
- Messenger and Office Assistant
- Dr. Ahmed Abu Sherya Medical Centre, Abu Dhabi, UAE
- 1 year airing of cheques on monthly basis to pay our suppliers
- Daily and weekly stock reconciliations and preparing of reports.
- Purchase order and follow-ups with suppliers on timely basis.

- **Moola Group Ltd- India**
Account Assistant –Tally
2012 - 2013

Duties and responsibility

- Reviewing of daily cash and credits sales report.
- Account receivables, payables and reconciliations.
- Preparing of cheques on monthly basis to pay our suppliers.
- Daily and weekly stock reconciliations and preparing of reports.
- Purchase Order and follow-ups with suppliers on timely basis.

- **Sales Officer**
Indus Motors (Maruti Suzuki) Kasaragod. Kerala
2010-2012-2 years

Duties and responsibility

- Marketing
- Customer canvassing
- Monthly report submit
- Achieving target

- **Marketing Executive**
GPL, Kannur, Kerala for 2 years

Duties and responsibility

- Marketing
- Customer Canvassing

DECLARATION

I hereby declare that all the above information given as correct to the best of my knowledge and that I have not withheld any information, which may affect my suitability for employment.

Thanking You

MOHAMMED SHABEER M S