

To,

The Manager / HR,

Subject: - Application for the Post of office administrator

Dear Sir / Mam,

I have thorough knowledge and working experience in Accounts & sales Executive. Given an opportunity to serve, I can assure the management of the company my performance and will be an asset to their firm. I am equipped with very good interpersonal and communication skills. Due to my independent and analytical thinking coupled with the ability to get along with the people and adaptability to new and changing environment, I'm confident to excel in my fields of interest.

During my education and work experience, I have developed numerous skills, particularly team working, handling of multiple tasks simultaneously and meeting deadlines

Enclosed herewith please find my Curriculum Vitae for your kind perusal. Looking forward for your positive response.

Thanking you. Yours

faithfully,

Shameem Basheer

Enclosed: CV

SHAMEEM BASHEER

ACCOUNTANT



CONTACT

Address

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Phone

0524847309

Email

shameemm7281@gmail.com

shameembasheer@protonmail.com

LinkedIn

<http://www.linkedin.com/in/shameem-basheer-9a5965>

SKILLS

Marketing and advertise

Very Good

Organization and Planning

Very good

Risk Assessment

Very Good

Event Planning and Execution

Good

Skilled in Software

Very Good

Area Management

Good

SOFTWARE

MS Office

Very Good

Tally ERP 9

Very Good

Teachtree

Good

OBJECTIVE

I am looking for a job, which is challenging and rewarding. I strongly believe in having a passing for the job that shall empower me to excel in undertaking and overcome any obstacle that lie ahead of me.

WORK HISTORY

2019 – 12
Present

ACCOUNTANT

NEW HI RAISE REAL ESTATE, AL AIN.

- Ensure that all transactions are well documented.
- Preparing asset, liability, and capital account.
- Keep and maintain all the books in perfect order.
- Audit key documents and verify each transaction.

2019 – 10
2019 – 11

SALES EXECUTIVE

AL MEZIN TRADING LLC, AL AIN,

- Builds business by identifying and selling prospects; maintaining relationships with clients.
- Prepares reports by collecting, analyzing, and summarizing information.
- Sells products by establishing contact and developing relationships with prospects; recommending solutions.
- Contributes to team effort by accomplishing related results as needed.

EDUCATION

❖ BBA (Bachelor of Business Administration) – 2019

❖ COMMERCE (+2), CBSE : 2013 – 2015

❖ SSLC, CBSE : 2012 – 2013

PERSONAL DETAILS

❖ Gender : Male

❖ Date of Birth : 19/10/1998

❖ Nationality : Indian

❖ Civil Status : Single

❖ Religion : Islam

LANGUAGES

English

Malayalam

Hindi

Native

Native

Advanced

PROJECTS COMPLETED

❖ Customer Satisfaction at Atlas Jewelry

PASSPORT DETAILS

❖ PassportNumber : S7870153
❖ DateofIssue : 22/11/2018
❖ DateofExpiry : 21/11/2028
❖ VisaStatus : Visit Visa

CERTIFICATION

❖ GST (India)
❖ Advanced Certified Professional Accountant(ACPA).

DECLARATION

I hereby declare that the forgoing information is correct and complete to the best of my Knowledge and belief

Shameem Basheer