



# SHEIKH MOHAMMED SHAQUIB

Bachelor of Business Administration with Aviation and Hospitality Management.

To work in a pulsating and reputed organization where my knowledge, skills and experience can be utilized for the betterment of organization and grow along with people and organization.



smshaquib14@gmail.com



00971509323901



Sharjah, Dubai



02 January, 2000

## SKILLS

Tally with VAT

Tally with GST

Advance MS-Excel

PowerPoint

Word

## LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Kannada

Native or Bilingual Proficiency

Urdu

Full Professional Proficiency

Tulu

Full Professional Proficiency

## INTERESTS

Traveling

Reading

Sports

Cooking

## EDUCATION

### Degree

Udupi Group of Institute

07/2017 - 06/2020

Manipal, Karnataka, India

Courses

- Bachelor of Business Administration

### Higher Secondary

Dandathirtha Pre-university college

06/2015 - 03/2017

Kaup, Udupi, Karnataka, India

Courses

- Higher Secondary

### High School

Dandathirtha English Medium High School

05/2014 - 04/2015

Kaup, Udupi, Karnataka, India

Courses

- High School

## WORK EXPERIENCE

### Site Reporter/Internship

Karnataka Tourism Department, Udupi, Manipal

12/2019 - 01/2020

Manipal/India

Achievements/Tasks

- Successfully completed one month training in tourism department from 05-12-2019 to 06-01-2020 in office of Assistant Director, Rajathadri, DC office, Manipal, Karnataka -India. I was appointed to collect details from travel agencies of udupi district. I covered travel destinations like Leisure and Amusement parks, Monuments and Wild life Sanctuary.

### Accountant

Super Enterprises

07/2020 - 03/2021

Udupi/India

Achievements/Tasks

- Preparing accounts and tax returns.
- Preparing monthly payment schedule.
- Keeping accounts book and system up to date.
- Supporting team members on all accounting issues.
- Inventory control.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.

## CERTIFICATES

Aviation and Hospitality Management (07/2017 - 06/2020)

Completed Certificate Examination in Aviation and Hospitality Management (2017 – 2018), Completed Diploma in Aviation and Hospitality Management (2018 – 2019), Completed Advance Diploma in Aviation and Hospitality Management (2019 – 2020).

## ACHIEVEMENTS

### Personal Achievements

Captain of our college Cricket team, Member of event organizing committee, Member of the raktdan group, Participated in various athletics, Captain of our College Volleyball team.