

SHAKIR NALKA

Dubai, UAE

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MASTERS OF COMMERCE

Highly motivated entry-level professional seeking an opportunity to utilize the knowledge of marketing domain gained during the Postgraduate in Masters of Commerce. Committed to achieving employer's objectives, skilled at creating digital marketing strategies and identifying client's needs.

Areas of Expertise:

- | | | |
|--------------------------|------------------------|---------------------|
| • MS Office | • Accounts Receivables | • Customer service |
| • Financial Accounting | • Bank Reconciliation | • Typing Speed |
| • Sales implementation | • VAT File Submissions | • Marketing |
| • Social Media Marketing | • Accounts Payables | • Digital marketing |
| • Communications | • Inventory Management | • Tally Prime |

ENTREPRENEURSHIP-NEXTGEN

DISTRIBUTOR & MARKETING SALESMAN (10/2019 To 12/2020)

- Purchasing goods (mobile accessories) from the suppliers.
- Coordinating sales efforts with marketing programs & promoting our products to customers.
- Deposits and balance payments from clients.
- Preparing and submitting sales contracts for orders.
- Visiting clients.
- Identifying potential customers & evaluate their needs to increase the marketing productivity effectively.
- Answering client questions about credit terms, products, prices, and availability.

ACCOUNTANT CUM ADMINISTRATOR & CASHIER

BADRIYA TRADING CO. KERALA INDIA (08/2017 To 01/2020)

- Maintaining bank transactions deposits, Withdrawals, Cheque issues.
- Posting of journal vouchers, Payment vouchers and receipt vouchers.
- Maintaining day to day cash bills.
- Making of purchase requisition and purchase order.
- Post suppliers' invoices and prepare payments.
- Preparation purchase return book, Sales return book.
- Preparation cash book, Purchase day book, Sales day book.
- Reconcile accounts payable and receivable.

ASSISTANT ACCOUNTANT

SALMAN HOUSE OF BUILDING MATERIALS (04/2021 To 03/2022)

- Recording and filing cash transactions.
- Working with spreadsheets, Sales and purchase ledgers and journals.
- Controlling credit and chasing debt.
- Ability to work as part of a team and take direction accurately
- Invoice processing and filing

EDUCATION AND CREDENTIALS

- **Master of Commerce (MCOM) Annamalai University, India, MAY- 2020**
- **Bachelor of Commerce (BCOM) Kannur University, Kerala, India, April- 2017**
- **PDCFA Accounting Course From RUTRONIX. KERALA GOVT CERTIFIED**

PERSONAL

Language: English, Malayalam, Kannada, Arabic

Profile: Male, Unmarried

Visa Status: Visit Visa

Passport No: M8372732