

MUHAMMED SHABIL K



PERSONAL DATA

Date Of Birth : 26th feb 1996
Sex : Male
Nationality : Indian
Marital Status : Single
Hobbies : Playing cricket,
Music
Religion :Muslim

Address For [Address 1]
Communication
[Address 2]

Email[City, ST ZIP Code : ashrafsha]
bil2@gmail.com

Mobile[Telephone :9744821660]
[Email]

Languages Known[Website] :
English, Malayalam,Tamil,Hindi

CURRICULUM VITAE

OBJECTIVE

To succeed in an environment of growth and excellence and earn a job which provide me job satisfaction and self development and help me to achieve personal as well as organizational goal.

ACADEMIC QUALIFICATION

- ❑ B.Com computer application from MES College Erumely,- MG University, Kerala in 2016
- ❑ Plus Two From GOVT VHSE Ponkunnam in 2012
- ❑ ST Dominics HS Kanjirapally (Kerala Syllabus) in 2010

EXPERIENCE

- 1) Organization : **LULU HYPERMARKET** Location :AL AIN ABU DHABI (UAE)
Designation : STORE KEEPER (DATA ENTRY)
Duration : 18 April – Present (1 Years)
Job Role and Responsibility : Store keeper is defined as “ Back Born “

Of an enterprise. Manage the store layout and ensure cleanliness and organization. Supervise and lead store staff. Inspect deliveries for damage or discrepancies and report them to accounting. Perform other stock-related duties, such as returning, packing, pricing, and labelling supplies and also maintain store helpers and Store drivers duty schedule.

- 2) Organization : SWADESI DRY FISH STORE Location :
Kanjirapally(Kottayam,India)

Designation : Senior Accountant and Book keeper
Duration : 3rd feb 2019 - Present (3 years)

Job role and Responsibility : Swadesi dry fish store is the one the major leading dry fish venture in kanjirapally , it has more than 5 branches. Im the senior accountant for the two branches.Which is in ponkunnam and kanjirapally. My key Responsibilities are dealing with retail as well as whole sale clients of business. Recording of business transaction in systematic manner and informing the concerned authority about the financial status of business. Update financial data in databases to ensure that information will be accurate and immediately available when needed and I have engaged in external sales of dry fish. We use manual bookkeeping system to record the day to day business transactions.

- 3) Organization :SAINA MOBILE PARK

Designation : Promoter and Sales Assistant
Duration : 3rd Jan 2018 – 28th Jan 2019(1 years)

Job role and Responsibility : Demonstrating and providing information on promoted products/services. Distributing product samples, brochures, flyers etc. to source new sales opportunities.

IT PROFICIENCY

1. Knowledge in TALLY ERP 9
2. Have a good understanding in MS OFFICE (Word, Excel, Powerpoint)
3. Extensive use of computers in various area of work.
4. Use of internet and allied applications

PERSONAL SKILLS

- ❖ Ability to work well in a team
- ❖ Willingness to learn and deal with people diplomatically,
- ❖ Organized self - motivated
- ❖ Energetic and Deal oriented

REFERENCE

Rasheed (store IN CHARGE)

0566283221

Lulu Hypermarket AL AIN (UAE)

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

Place: AL AIN

Date :

MUHAMMED SHABIL K