

## SHAHUL HAMEED. M

ACCOUNTANT & DATA ENTRY

15th B street

Dubai Deira, UAE

passport no: W2647558

visa status : visit visa

Exper : 31-07-23

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28/05/2000

in <https://www.linkedin.com/in/shahul-hameed-407298246>



## OBJECTIVE

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

## EXPERIENCE

- **UNIPOOL TRADERS (uniliver modern trading )** 01/08/2021 - 31/05/23  
ACCOUNTANT  
**Role and responsibilities**
  - Manage all accounting transaction
  - Reconcile accounts payable and receivable
  - compute taxes and prepare tax returns
  - E-invoice Bulk applauding government portal
  - process journal entries and correct records to ensure accuracy
  - invoice checking and data entry
  - Invoice preparation
  - Prepare monthly, quarterly and annual closing
  - Interacted with vendors, contractors and professional services
  - personnel to receive orders, direct activities and communicate
  - Increased sales by offering advice on purchases and promoting
- **ALMAHA SUPPERMARKET** 01/12/2020 - 30/07/21  
DATA ENTRY  
**Role and responsibilities**
  - Entering customer and account data from source documents within time limits.
  - Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
  - Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.
  - Scan documents and print files, when needed
  - Ensure proper use of office equipment and address any malfunctions
  - Requirements and

## EDUCATION

- **G-TEC PUTHANATHANI** 2022  
DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING  
B +
- **CALICUT UNIVERSITY** 2021  
BBA (Bachelor of business administration )  
E
- **GVHSS KALPAKANCHERY** 2018  
Computer Commerce  
70%
- **CHERIRAL HS KURUMBATHUR** 2016  
SSLC  
70%

## PROJECTS

- **SAVING AND INVESTMENT BEHAVIOUR OF HIGHER SECONDARY SCHOOL IN TIRUR THALUK**

## INTERESTS

- sports
- travelling
- photography
- music
- movie
- games

## LANGUAGE

- English (speaking, reading, writing )
- Hindi (speaking, reading, writing )
- Arabic (reading, writing )
- Malayalam (speaking, writing, reading )

## SOFT SKILLS

- Negotiable
- Data collection and analysis
- Time management
- project management
- customer service
- CRM
- sales force

## TECHNICAL SKILLS

- LEVER EDGE SAP SOFTWARE
- TALLY PRIME
- QUICKBOOKS
- MS-OFFICE
- POWERPOINT
- ACRO-BIS

## CERTIFICATIONS

- IAB (Institute of accountants&bookkeepers)
- TALLY PRIME

## DECLARATION

- hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.