



## SHADULY L SALAM

### PERSONAL

**+971 -528591434**  
**shadulysalam@gmail.com**

Present address: Alnahda 2  
Dubai UAE  
Passport no: M6095243

Nationality: Indian  
Date of Birth: 07-05-1996  
Languages : English,  
Malayalam, Tamil, Hindi

### SKILL HIGHLIGHTS

- Accounting
- Customer Service
- Negotiation
- Leadership
- Sales
- Communication
- Sales marketing
- Sales man ship
- Strong memory

### SOFTWARE SKILLS

- Tally
- ERP
- SAP
- Outlook
- Ms office

Seeking challenging career in a quality environment where my knowledge and experience can be shared and enriched looking for the opportunity where I can improve my skills bringing out the best of my talent and my effort

### EDUCATION

#### BACHELOR OF COMMERCE

University of Kerala

#### HIGHER SECONDARY EDUCATION - KERALA

TKMHSS Kricode - Kollam

### EXPERIENCE

**Worked as Junior accountant at  
NESTO HYPERMARKET, alnahda,DUBAI from Dec'2020  
to Sep'2022**

- Manage and oversee day-to-day accounting operations,including accounts payable and and receivable, general ledger entries,and bank reconcilliations.
- Resolve account payable and receivable issues or queries.
- Inputting journal entries and allocations.
- Participate in annual stock checking
- Issuance of credit note
- Follow up defective stock status with the purchaser
- Process GRN(purchase invoice/return)And follow up with purchaser and warehouse personnel
- Review all expense allocations across the funds and managed accounts
- Maintain intercompany receivable and payable
- Preparation, validation and submission of monthly and quarterly VAT returns for the UAE entities
- Prepare and manage all documents in line with VAT regulations and other related activities
- Handle VAT reporting (payables and receivables). Ensure collections and payments are done in line with UAE regulations.
- Coordinate projects involving internal and external audits to ensure that they have appropriate access to information and people within the organization.
- Scanning and filing the invoices of vendors and keep recorded for future payment resolving.
- Resolving customer forget items through assist with purchase manger while creating credit note.
- Prepare and finalize the interbranch statements and reporting to the senior accountant and external auditors.
- Coordinate projects involving internal and external audits to ensure that they have appropriate access to information and

## EXPERIENCE

### **Customer Service 2018-2019** **I MALL KOLLAM Kerala India**

- Greeted and assessed the needs of customer issues and concerns.
  - Handled bill payments and billing inquiries, equipment replacements, processing price plan changes, upgrades and daily reports.
  - Processed electronic serial numbers and activations daily.
  - Ensured appropriate documentation and data is complete.
  - Examined phones and warranty phones out as needed.
  - Created deals for sales representative.
  - Saved lines when clients felt the need to terminate.
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## DECLARATION

I here by declare that the information provided above is correct to the best of my Knowledge

.SHADULY L SALAM