

Curriculum Vitae



Mr. SHAHANAS T.K

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Profile Synopsis To make positive contribution as a part of your dynamic and well reputed organization in a position where my strong deductive reasoning, mathematical, and problem-solving skills and communication skills will be appreciated and enhanced. I desire to join a forward-thinking, dynamic company that offers opportunities for professional growth and challenges while also challenging me to learn new things and think creatively.

Work Experience

- COMPANY : MARGIN FREE SUPER MARKET, THRISSUR
PERIOD : 2020 JAN TO 2022 OCT
POSITION : **MANAGER**
- COMPANY : NAVARATHNA HYPER MARKET, THRISSUR
PERIOD : MARCH 2018 TO DECEMBER 2019.
POSITION : **ACCOUNTANT CUM OFFICE IN CHARGE (SALES SUPPORT)**
- COMPANY : NEXA MARUTHI SUZUKKI, THRISSUR
PERIOD : 2016 JULY TO 2017 NOVEMBER.
POSITION : **ADMINISTRATIVE ASSISTANT (SALES SUPPORT)**

Job Description

- Track orders and ensure timely delivery
- Review quality of purchased products
- Research potential vendors
- Compare and evaluate offers from suppliers
- Negotiate contract terms of agreement and pricing
- Enter order details (e.g. vendors, quantities, prices) into internal databases
- Maintain updated records of purchased products, delivery information and invoices
- Prepare reports on purchases, including cost analyses
- Coordinate with warehouse staff to ensure proper storage
- Prepare Purchase requisitions, Issue Purchase order in accordance with company policy
- Recording daily expense and bank entry
- Bank reconciliation and petty cash handling
- Authorisation of checks for the payment
- Pay roll management

Training Program

Attended one month training in TVS training center AMBATHUR industrial estate Chennai. Attended one month training in BRD car world head office THALOR, KERALA

Academic Qualifications

MBA (Finance)	Pursuing
BBA	73.5%
PLUS TWO	75%
10 th STANDERED(CBSE)	70%

Academic Project

Stress management from the company Keralalakshmi mills Pullezi.

Certification

MCFA(Master of computerized financial accounting)

Computer Proficiency

- Knowledge in computerized financial accounting. Tally, ERP9,peachtree,quickbook.
- Sound knowledge of MS WORD,EXCEL,POWER POINT
- Good type writing speed.

Strengths

- Ambitious, hardworking ,energetic and well disciplined.
- Positive thinking self motivated and flexible
- Good communication skills.
- Soft spoken.

Personal Information

Name : SHAHANAS T.K
Nationality : Indian
Date of birth : 03/05/1992
Marital status : Married
Languages known : English, Malayalam, Hindi, Tamil.

Personal Reference

Available upon request

Declaration

I do hereby declare that the above information is true to the best of my knowledge and belief.

SHAHANAS T KAREEM