

Shaoor Ahmed Hajiameen

A well accomplished administrative professional with 2 years of experience in accounting, administration and marketing. Highly skilled in Research, Invoicing, Documentation, Recruitment and Presentation. Excellent Business Communicator with staff, clients, and vendors. Adaptability of New environment, quick learning, detailed oriented and enjoy working professionally with proven ability to produce result in the given commitment.



0563453212 3212

shaoorahmedimtiyaz@gmail.com



Dubai, UAE



<https://www.linkedin.com/in/shaoor-ahmed-009458252/>

Skill and core competencies

Good communication skills, Invoicing, Accounts receivable, MS office (word & excel), Purchase order, Debtor collections, Tally system, Time management, Customer service, Multitasking, Cash management, Adaptability, Attention to detail and Ability to build relationships with clients and colleagues.

Work Experience

Equalizer M. Pvt Ltd (part-time) Mysore, India March 2020 – March 2021

Accounts Receivable & Admin Assistant

Key Responsibilities:

- Prepared AR invoices-maintained AR log against customer files and was responsible for collections calls.
- Assisted finance manager with a monthly payroll.
- Handled petty cash.
- Provided admin support: Scheduled and coordinated meetings, appointments, travel, and hotel arrangements for managers and ordered office supplies.
- Sourced and screened candidates for open roles and assisted in interviews with the HR manager.
- Maintained accounting and admin soft and hard copies.
- Coordinated training sessions with managers.

Fintrek Marketing UAE

Sales Executive (Full Time)

Key Responsibilities:

- Maintain up-to-date knowledge of the products
- Growing sales and achieving the target
- Negotiating with client
- Providing client with accurate information
- Pitching the clients according to their needs

Academic Background

BACHELOR'S OF COMMERCE

St. Philomena's College, Mysore India 2019-2022

Pre-University (PUC) Commerce

St. Philomena's College, Mysore India 2017-2019

SSLC (10th Grade)

St. Joseph School, Mysore India 2017

Certified Tally Course

Institute of Tally Learning, Mysore India 2020

Certified Microsoft Advance Excel

Itronix Solution, Dubai UAE, 2024

Certified Human Resource Management

Itronix Solution, Dubai UAE, 2024

Academic Accomplishments

During my final year of degree, I was a committee head for inter college events and my responsibilities include:

- Planning budget, theme, venues.
- Finding and reaching out to sponsors.
- Marketing our events.
- Selecting and appointing the right person for the job.
- Managing logistics.
- Co-ordinating and managing the whole event.
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Personal Details:

Date of Birth: 14/11/2000

Nationality: Indian

Marital status: Single

Passport No: T6469919

Visa Status: Employee visa

I hereby declare that the above information is true to the best of my knowledge