



Shemliq. S

Accountant

To Obtain a position in a reputable company that enables me to apply the knowledge and skills, I have gained through my education and related experiences to ensure constant learning and provides professional growth.

Contact

Phone

+971523168537

Email

shemliq.s@gmail.com

Address

Al Baraha, Dubai - UAE

Nationality

Indian

Visa Status

Visit Visa - Expiry 29/01/2024

Expertise

- Customer Satisfaction
- Contract Negotiation
- Marketing Strategy
- Marketing
- Business-to-Business (B2B)
- Sales Management
- Negotiation
- MS Office
- Documentation
- Designing
- Analytical Skills
- Language Skills
- Customer Relationship Management

LICENSE

- LMV Indian Driving License
No. 9/6769/2005
- Saudi Arabia Driving License
No. 2353387844

Experience

2013 - 2023

AL KHARJ COLD STORES TRADING LLC - FMCG - SAUDIA ARABIA ACCOUNTANT

- Practice in both manual and computerized accounting.
- Accounting activities up to finalization of accounts.
- Preparation of bank reconciliation statement.
- Responsible for encoding correspondence, emails, and business documents both in Microsoft excel and word.
- Responsible for filing and other related offices.
- Responsible for encoding documents and correspondence in an organized and accessible manner. Organizing and maintaining files.
- Dealing with other staff or visitors on phone or in person.
- Maintaining and updating the database and also manual filings.
- Attend Telephone calls and Inquiries.

June 2010 - July 2011

Kerala Industries - Kerala, India

Document Controller and Sales Man

- Responsible for filing and other related office work.
- Provide Inventory reports for the daily sales.
- Responsible for making paper works for the best seller and slow - moving items to inform the department
- Handling incoming calls and assisting others upon needed.
- Responsible for maintaining files and documents
- Ensure all documents and archived appropriately
- Receiving all checking all incoming
- Receiving payment and issuing a receipt to the subscriber
- Following up on getting the Purchase Order
- Selling all kinds of available products in the showroom
- Exceptional ability to display a positive attitude with energy and enthusiasm toward assuming new roles and challenges.

Education

BBM

2007 - 2010

Sree Narayana Guru College, Coimbatore

Language

English

Arabic

Hindi

Malayalam

MBA - International Management

2011 - 2013

BGS, Birmingham, United Kingdom

Strengths

Go-Getter

Energetic and determined to achieve my goals.

Learn and be curious

Never done learning and always seeking to improve myself. Curious about new possibilities and taking action to explore them

Earning Trust of Others

Listen attentively, speak candidly, and treat others respectfully.