



CONTACT INFO

Phone

+971 505307126

Email

mhdsuhaib0@gmail.com

Address

Dubai, United Arab Emirates

SKILLS

- Tally
- MS Office (Word, PowerPoint, Excel)
- Effective Communication
- Leadership Skill
- Problem Solving Skill

PERSONAL DETAILS

Date of Birth: 18-05-1999

Passport No: V5721137

Nationality: Indian

Religion: Islam

VISA STATUS

Visa Type: Visiting Visa

Date of expiry: 10-08-2023

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil
- Arabic (Read and Write)

SHUHAIB.P

DATA ENTRY CLERK

PROFESSIONAL PROFILE

To build up a successful career with a reputed company. Where I can utilize my skills and knowledge of basic accounting operation for achieving organizational goals and to be a part of a team work for the growth of organization by effective and efficient communication with all levels of management.

WORK EXPERIENCE

Merchandiser: (2021-2023)

Glassco Tuff Pvt Ltd , Kerala, India

Role:

- Transfer data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners
- Type in data provided directly from customers
- Create spreadsheets with large numbers of figures without mistakes
- Verify data by comparing it to source documents
- Update existing data
- Retrieve data from the database or electronic files as requested
- Perform regular backups to ensure data preservation
- Sort and organize paperwork after entering data to ensure it is not lost

EDUCATION

- **Bachelor of Commerce (B.com)**
Calorx Teachers University, India (2018-2021)
- **Plus Two- Computer Commerce**
Kerala HSE Board - 2015-2017
- **Certification in computerized financial Accounting (CFA)**
London - UK Authorized training & certification IBS-Kerala (2022)

CERTIFICATION

- Computerized financial accounting(CFA)
- Tally With GST
- Microsoft Office
- Intuit QuickBooks