

SHIYAS MUHAMMED.K

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Abu Dhabi , UAE



CAREER OBJECTIVE:-

To seek a suitable placement with a reputed organization in order to utilize my qualification and professional skills to further develop my career and to the benefit of the organization.

PROFESSIONAL EXPERIENCE:-

Sales Executive:

HUMAID AL KAABI AUDIT AND ACCOUNTS-(Nov 2021 – Feb 2022)

Abu Dhabi, UAE.

Duties and Responsibilities:-

- Communicating to owners of the company.
- Maturing the clients.
- Followup the clients for the assurance of the deal.
- Preparing Sales Report.
- Generated new leads and opportunities to maximise revenue.

Assistant Accountant:

METRO ENTERPRISES PVT LTD (Aug-2020 – Sep-2021)

Palathara , Kerala , India

Duties and Responsibilities:-

- Maintaining Accounts receivables & accounts payable.
- Maintain cash book and bank book.
- Sending monthly statements to vendors.
- Managing business payroll process.
- Preparing sales invoice.
- Assist in preparing financial statement.

EDUCATION:-

B-COM (2017-2020) - Sharaf Arts And Science College (Kannur University)

Plus Two (2015-2017) - GHSS South Trikkaripur (Kerala State Board)

SSLC (2014-2015) - PMSA PTS Kaikottukadavu (Kerala State Board)

ACHIEVEMENTS:

- Four times district champion in Discus throw
- Two times district champion in Shot put
- Third place in university powerlifting championship
- District Baseball player
- Treasure hunt winner in university fest

TECHNICAL SKILL:-

Well versed with :

- Application Packages - MS Word , MS Excell , MS Powerpoint
- Accounting Packages – Tally

PERSONAL SKILL:-

- Self Discipline
- Hardworking
- Interpersonal Skill
- IT Knowledge
- Communication Skill
- Time Management

PERSONAL DETAILS:

Date of Birth : 31/03/1999
Marital Status : Unmarried
Nationality : Indian
Place of Living : Abu Dhabi , UAE
Languages Known : English, Hindi, Malayalam
Passport Details : U8225147
Visa Status : Visit Visa

DECLARATION:-

I hereby declare that all the information provided above is true and complete to my knowledge and belief.