



# Mohammed shabeeb

## CONTACT



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Sharjah – United Arab Emirates

## EDUCATION

### B. Com (Co Operation)

IEC University  
(ATTESTED)

2019 - 2022

### Higher Secondary

Kerala Board of Higher Secondary Education  
2015 - 2017

Government Higher Secondary School,  
Maranchery

### High School

Kerala Board of Public Examination  
2014 - 2015

Government Higher Secondary School,  
Maranchery

## ABOUT ME

To work with a growth-oriented organization which give opportunities to utilize my skills and experience in achieving a common goal of growth of the organization and bright personal career which deserves for those who care about human dignity and social justice

## EXPERIENCE

### AL SAADAH TOURISM LLC (SHARJAH -UAE)

#### ACCOUNTANT MAY - 2024 (PRESENT)

- Document financial transaction by entering account information.
- Provide financial information to Management through proper analysis & reports.
- Summarize current financial status by collecting information, preparing balance sheet, p&L statement and other reports.
- Prepare VAT reports and submit on time.
- Proper follow-up with creditors
- Contributes to agency efforts by accomplishing related tasks as needed.
- Proper data on incoming calls follow up sheets should be maintained.
- Reconcile financial discrepancies by collecting and analyzing account information.

### MAWASEM AL SIF AL AMERA VEGITABLE AND FRUITS TRADING LLC (DUBAI, RASAL KHORE)

#### ASSISTANT ACCOUNTANT (JAN 2024 - MARCH -2024)

- Record all invoice
- Prepare daily sales report
- Stock checking (in & out)

### QUALITY SUPER MARKET (ATHANI, KERALA, INDIA)

#### BILLING (FEB 2018 - JUN -2020)

## SKILLS

- MS Office (Word, PowerPoint, Excel)
- SAP
- Tally
- Strong and Good communication skill
- Strategic plan and Time management

LANGUAGES

- English
- Malayalam
  
- Hindi

HOBBIES

- ♦ Traveling
- ♦ Listening Music
- ♦ Playing Football

PERSONAL DETAILS

**Date of Birth**  
14-05-2000

**Nationality**  
Indian

**Visa Status**  
Visit Visa

**Date of Expire**  
08/06/2025

**Passport Number**  
U2402636

**Date of Expiry**  
12/07/2031

**Marital Status**  
Single

DECLARATION

I here by declare that above information's are true to the best of my knowledge