 CURRICULUM VITAE

AMIN SHAH PM

**Mobile :+971525772132**

Email: [aminshahpm@gmail.com](mailto:aminshahpm@gmail.com)

**Objective**

**To seek a challenging position with a management team which can be best utilize my skills and experience for achieving organizational goals and objectives.**

**Academic Profile**

* **Bachelor of Commerce from Calicut University in 2006, Kerala-India**
* **M.com from Calicut University (course completed 2007-2009)**

**Major Projects and Training**

* **Diploma in Aviation, Hospitality & Travel Management**
* **Diploma in Computerized and Manual Accounting**
* **Diploma in Computer Application**

**Professional Experience**

Duration: 11-09-2018 to 27-11-2020

**Company:**  **Fifth Star Auto Spare Parts Tr. Sharjah**

**Designation: Accounts and Administration**

**Job Profile:**

* Compute Taxes owed, prepare Tax Returns, and ensure prompt Payment.
* Documents financial transactions by entering account information.
* Organize and Maintain financial records.
* Keep Account books and Accounting System up to date.
* Enter Inventory in to the system
* Track Accounts Receivables and Payables.
* Prepare Statement and cheques for suppliers.
* Manage the cash and bank deposits.
* Manage Tracking and retrieval customer payment.

Duration: 01-02-2015 to 10-06-2018

**Company:** **ICICI Bank Limited India**

**Designation: Finance Co-ordinator**

Job Profile:

* Structured Loan Packages around the customer’s needs and credit.
* Propose Finance to all new vehicle and Implemented Policies and procedures.
* Provides hands-on support, direction and assistance to colleagues on all areas of their assigned duties ensuring.
* Managing all Areas and Branches allocated to me.
* Received and Approved Auto Loan Applications, supporting Loan Officers and Managed Multiple files.
* Disclose the Financial information to customers.
* Maintained good working relations with all dealers and clients.
* Stay up-to-date on company best products, policies, pricing and promotion.
* Teamwork with Managers and co workers and customers to determine Finance programme.
* Prepared the periodic reports on Loan Processing requested by Management.

**Duration:** **10-04-2013 to 05-12-2014**

**Company: Bright Star Limousine w.l.l. Qatar**

**Designation: HR Administrator**

Job Profile:

* Create and Distribute and file all Type of Documents.
* Providing customer service to company Employees.
* Maintaining Computer system by updating and entering data.
* Ensure the compliance with quality assurance requirements.
* Participating Recruitment Team efforts.
* Posting job ads and organising Resumes and job applications.
* Scheduling job interviews and assisting in Interview process.
* Updating and maintaining Employee benefits and Employment status.
* Processing Payroll to the Employees.

Duration: 21-01-2010 to 02-01-2013

**Company: IBN RUSHD MEDICAL Drugs & Equipment Store LLC Dubai**

**Designation: Accountant and HR officer**

Job Profile:

* Supported office administration and accounts department.
* Managing inventory control.
* Keeping and updating employees’ documents.
* Make sure the availability of the stock taking weekly.
* Managing the movement of stocks fast and slow moving items.
* Managing the bank deposits and cash disbursement activities.
* Maintain all files and invoices and prepare reports for minutes of meeting.
* Manage all petty cash and prepare cash flow reports.

**Operating Systems**

* Windows –XP.
* MS-Office word, Excel and PowerPoint.
* Extensive usage of Internet & email.
* Quick books

**Languages Known**

* English
* Hindi
* Malayalam
* Tamil

**Personal Details**

* Date of Birth: 30-05-1985
* Father Name: Moidunny
* Sex: Male
* Nationality: Indian
* **Visa status** : **visit visa**
* Marital Status: Married
* Passport No: K3885114

**References**

* **Mr. Gopinath.kv**

**Mechanic Supervisor**

**AIMS ( Municipality)**

**Ajman (UAE)**

**+971501746848**

* **Mr.Nidhin.p.s**

**Sales Representative**

**Gigi Pharmaceutical Store**

**Sharjah (UAE)**

**+971529859629**

**Declaration**

**In the view of the above I concede that possess necessary energy and seal in addition to my qualification and experience to meet your expectation. In the event of my selection I assure you that I will carry out all responsibilities assigned to me with complete sincerity.**

**AMIN SHAH PM**