

SHABEEB THAZHATHETHIL
DUBAI – UAE
ACCOUNTANT (EXP 2 Years)
Mob: +971 56 5968263
Email: mohamedshebi0024@gmail.com



Career Objective

Aim to be an associate with a progressive organization that gives me scope to update my experience, knowledge and skills in accordance with the latest trends and be part of a team that dynamically works towards growth of organization and gains satisfaction thereof.

Education / Qualifications

Certified Professional Accountant (CPA). 2017
Institute Professional Accountants (IPA), Kerala-India

Diploma in Logistics and Supply Chain Management, CII-Kitco. 2015- 2016
VidyaBharathi Group of Institutions, Kerala-India

Bachelor of Business Administration (BBA), Calicut University. 2012- 2015
Khidmath Arts & Science College, Kerala-India

Employment History

Abu Dhabi Environmental Protection Tech Factory, Abu Dhabi (6 Months)
Accountant cum Admin

- ❖ Responsible for recording all day to day transaction in the book of account;
- ❖ Preparation of Invoice, Delivery Note and Packing List;
- ❖ Data Entry for sale, Purchase, Payments and Receipts;
- ❖ Handling petty cash and preparing summary of petty cash and submitted to MD;
- ❖ Handling Import & Export Shipment;
- ❖ Preparing all office documents;
- ❖ Responded to all customer queries issues and requests;
- ❖ End of settlement and preparing employees salary

Barak Royal Enfield Enterprises LLP, Kerala-India (1 Year)
Assistant Accountant

- ❖ Responsible for recording all day to day transactions in the books of account;
- ❖ Data entry for sales, purchases, payments and receipts;
- ❖ Preparation of bank payments & transfers;
- ❖ Reconciliation of Bank Statement and Ledger accounts;
- ❖ Handling Petty cash and spare parts stock;
- ❖ Preparing all office documents;

KTC Private Ltd, Kerala-India (6 Months)
Documentation Assistant

- ❖ Computerized export & import documentation;
- ❖ Checking bay wise storage of import and export cargo and labeling of lots;
- ❖ Issuing stack report for customs clearance of import and export cargo;
- ❖ Keep watch on receiving of delivery of cargo ensure correct quantity.

Skills

- ❖ Tally ERP & MS Office;
- ❖ Internet Applications;
- ❖ Operating Client Relationship Management;
- ❖ Team Player;
- ❖ Windows;

Major Projects

- ❖ Homestead Infrastructure Ltd;
- ❖ Cochin International Airport Limited (CIAL) – Export Operation Customs Procedure;

Personal Details

Date of Birth : 12-10-1992
Sex : Male
Marital Status : Single
Nationality : Indian
Religion : Islam
Languages Known : English, Hindi and Malayalam
Passport Details : No. N0537355
Visa Status : Visit Visa
Visa Expiry : Aug – 2019

