

MUHAMMED SHABEER MELETHIL


ADMINISTRATION HR
AND ACCOUNTS




CONTACT INFO



+971 55 582 1194



shabeerskot@gmail.com



UNITED ARAB EMIRATES

PERSONAL INFO

Father Name: Aboobacker Melethil
Sex: Male
Date of Birth: 27/11/1988
Marital Status: Married
Nationality: Indian
Passport No: S9838184

COMPUTER KNOWLEDGE

Expert in Computer:
MS Office (Word, Excel)
Typing Speed (50-60 word per minute)

EDUCATION

GRADUATION

2010 - 2014

BACHELOR DEGREE IN COMMERCE AND MANAGEMENT (B.COM):
Successfully Completed
Calicut University. Kerala, India
Starting Date: July-2010
Ending Date: Septemebr2014

HIGHER SECONDARY

2007 - 2009

HIGHER SECONDARY EDUCATION IN COMMERCE (Plus Two)
Successfully Completed Board of Higher Secondary Govt.Kerala.India
Starting date: August-2007 Ending Date: September-2009

EXPERIENCE (5 years' Experience in Admini- stration HR Assistant and Accounts)

Present

Company Name : BRITISH INTERNATIONAL DENTAL CENTRE
Company Address : DOHA, QATAR
Designation: Administration and HR Assistant
Date of joining : Aug-2018
Date of Ending : Dec-2022

• Duties performed

Assisting in hiring process, Coordinate recruiting and staffing, Maintain and up-to-date human resource files and documenta- tion, Answering frequently asked queries from applicants and employees, Maintain payroll processing as well as provide clerical support, Maintain WPS system

2015 - 2018

Company Name : ADDRESS GATEWAY.
Company Address : Doha, Qatar
Designation: Assistant Accountant.
Starting Date : May-2015-
Ending Date: May-2018
Duration : 3 Years' Experience

• Duties performed

Managing petty cash
Preparing Bank reconciliation statement
Payrolls preparation and transferring salary to employees accounts

Providing Debit note and Credit note
Journalizing and ledger posting
Preparing statutory accounts
Prepare invoice on behalf of clients or employers

Processing reimbursement forms
Creating and updating expense reports and vouchers

LANGUAGE KNOWN



DECLARATION

I hereby declare that all the details are made in the CV complete and correct to the best of my knowledge and belief