

SHUHAIB ABDULLA

Accounts / Office administration
Documentation / IT Technical Support



Professional summary

Focused Accountant with years of experience. Adept at writing detailed reports and budgets, completing detailed financial analysis and planning strategically for top client services. Detail oriented with extensive knowledge of cash and record maintenance and comprehensive account reconciliations.

AREAS OF EXPERTISE

I've worked with various types of companies and have experienced multiple jobs. Specially accounts & system admin jobs.



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shuhaibasian@gmail.com



Sharjah, u.a.e

LANGUAGE

- English
- Malayalam (basic)
- Hindi

EXPERTISE

- Management Skills
- IT Technical Support
- Accounts
- Documentation
- Office Administration
- Office Clerk

EXPERIENCE

Nasreen sesame oil - Abudhabi

2019 - 2022

Accounts & Office administration

Accounts , Tally

System admin

Managed on route sales van billing

Payable and receivable account

Other account softwares handling

Medfit General Trading LLC- Dubai

2017 - 2019

Accounts & Office administration

Developed and designed information systems for clients

Assisted team with various aspects of projects

Accounts, Tally

Billing, Reception

SSM Cargo LLC- Dubai

2013 - 2016

Cargo and Customs Clearing Agent

Logistics, Customs Handling

Billing

office Administration

EDUCATION

Bharathiyar University

Bachelor of Commerce

2008-2011

Bsoft Cochin

IT hardware and software diploma

2011-2012

Accounts Academy

Manual and computer accounts diploma.

2012-2013

Higher Secondary Education Kerala

Plus two

2008

OTHER INFORMATION

Nationality : Indian

Status : Married

Sex : Male

Visa status : visit

Date of birth : 08 Sep
1988

visa(end Jan 20-
2024.

Note:If you are interested in my profile call me and do a skype interview. Only then invite face to interview. Avoid unnecessary traveling as traveling is very difficult here