



## CAREER OBJECTIVE

"To build myself to be a strong professional by using the fundamentals of the subjects learnt and experienced gained with time to fit myself for a high demanding customer-oriented world."

## CONTACT

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LINKEDIN:

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EMAIL

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ADDRESS:

Abu Dhabi

NATIONALITY:

Indian

MARITAL STATUS:

Single

# SHAMNAD. CK

## ACCOUNTANT

### WORK EXPERIENCE

#### ACCOUNTANT

LANASCO GENERAL CONTRACTING CO LLC – ABU DHABI

2021 – PRESENT

#### ACCOUNTANT

SAUDIA GROUP OF COMPANIES - AJMAN

2019 to 2021

#### Responsibility includes:

- Maintain cash book, bank book, Debtor's ledger Creditor's ledger and all other subsidiary books of accounts.
- Petty cash management and cash book reconciliation.
- Prepare monthly account reconciliations.
- Assist in finalizing books of accounts.
- Analyze and interpret financial reports and records.
- Review accounts payable and accounts receivable.
- Prepare for and coordinate internal and external audit processes.
- Handling the All Payables & Receivables A/C.

#### TICKETING AGENT, ADMIN & ACCOUNTANT

FLYKIOSK PRIVATE LIMITED – MUMBAI, INDIA

2017 TO 2019

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## LICENSE DETAILS

APPLIED FOR UAE DRIVING LICENSE

File No: 401210018558

Place of Apply: AJMAN

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## VISA DETAILS

Status: Visit Visa

Expiry: 22.02.2022

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## PASSPORT DETAILS

Passport No: N9220607

Date of Issue: 06.04.2016

Date of Expiry: 05.04.2026

Place of Issue: KOZHIKODE

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## LANGUAGES

- ENGLISH – Professional Proficiency
- HINDI – Full Professional Proficiency
- MALAYALAM – Native / Bilingual Proficiency
- ARABIC – Limited Working Proficiency

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## COMPUTER PROFICIENCY

- Proficient in major office application such as MS Word, MS Excel, MS Power point...
- Knowledge of Internet Browsing, Mail composing, Outlook Express.

- Made booking arrangements for clients in person, on the phone and online.
- Ensure that all booking procedures followed industry standards.
- Posted schedule changes online and informed clients directly.
- Scheduled advance and last-minute bookings.
- Offered discounts and special deals when authorized to do so.
- Managed passenger database.
- Monitored airline schedules and posted updates on airline website.
- Issued personal, business and corporate bookings.
- Worked to resolved passenger booking issues.

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## ACCOUNTS ASSISTANT – 2016 TO 2017

MASHOOD SHOPPING CENTRE – MUMBAI, INDIA

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## ACCOUNTS ASSISTANT – 2015 TO 2016

WE MART HYPERMARKET – BANGLORE, INDIA

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## EDUCATION

### BACHELOR OF BUSINESS ADMINISTRATION (BBA)

MALABAR COLLEGE OF ARTS AND SCIENCE – KERALA, INDIA

NOVEMBER 2014

### HIGHER SECONDARY

BOARD OF HIGHER SECONDARY EXAMINATION. KERALA, INDIA

APRIL 2010

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## SKILLS

- SAP B1
- TALLY ERP 9
- Advanced Diploma in Computer Hardware Maintenance and Networking (**ADCHMN**)