

# Ahammad Shafeeq

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## SUMMARY

Skilled data entry operator adept at mentoring junior team members, coordinating Programmes and leading independent projects. Capable of reviewing and improving office processes to reduce errors, waste and inefficiencies.

## EMPLOYMENT EXPERIENCE

From Feb 2019 to Current

- **Green House International Trading LLC**  
**Designation: Data Entry Operator**

### Key Responsibilities

- Entering customer and account data from source documents within time limits..
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output..
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry..
- Cleaned and maintained warehouse in compliance with safety standards..
- Identified and removed damaged products when received.
- Monitored multiple databases to keep track of all company inventory..

April 2017 to Sept 2018

- **Aishwarya Tradersl**  
**Designation: Billing and Accounting Assistant**

### Key Responsibilities .

- Resolved vendor and employee enquiries about invoices and purchases quickly through research.
- Prepared month-end closing entries for detailed reporting and record keeping.

June 2014 to Feb 2017

- **Kavoor Playwood**  
**Designation: Accounting Assistant**

### Key Responsibilities .

- Maintained account books and accounting systems with accuracy by entering data precisely and proofreading.
- Prepared month end closing entries for detailed reporting and record-keeping.
- Maintained process documentation for financial department operations.

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## ACADEMIC BACKGROUND

- **B.COM** : Mangalore university, Mangalore, India
- **II P.U.C** : Pre-university Examination Board, Bangalore, Karnataka.
- **S.S.L.C** : Karnataka Secondary Examination Board, Bangalore.

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## SKILLS

- Budget forecasting.
- Data collection and sampling
- Data analysis
- Collections and invoice processing
- Sales commission knowledge

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## PERSONAL INFORMATION

Date of Birth : 05/03/1994  
Nationality : Indian  
Marital Status : Single  
Languages : English, Hindi, Malayalam,Kannada