

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 Traders!**
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.

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.**

SKILLS

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

PERSONAL INFORMATION

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