

## **RESUME**



**V.M.SHAHUL HAMEED**

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### **CAREER OBJECTIVE:-**

To equip myself with the latest developments in my field thereby increasing my chances to make the working environment easier and to have a dynamic career, I would make an original contribution in the field.

### **EDUCATIONAL DETAILS:**

- **B.Com (Commerce) in Sri Ram Nallamani Yadava of Arts and Science (2005-2008)**(Affiliated to Manonmaniyam Sundharanar University) at Tenkasi ,Tamil Nadu
- **HSC** Passed in First Class from Darussalam Higher Sec School (2004-2005). Kadayanallur TamilNadu.

### **GULF EXPERIENCE:**

➤ <b>EMPLOYEE -5</b>	:	<b>TOLA SUPERMARKET</b>
Location	:	India
Duration	:	01-09-2018 to 14-06-2019
Designation	:	MARKETING & CASHIER

➤ <b>EMPLOYEE -4</b>	:	<b>Talaween Advertising Agency</b>
Location	:	SAUDI ARABIA
Duration	:	21-06-2011 to 01-05-2018
Designation	:	ACCOUNTANT AND ADMINISTRATOR

➤ <b>EMPLOYEE -3</b>	<b>: Intel Computer Training Centre</b>	
Location	:	India
Duration	:	10-05-2010 to 10-6-2011
Designation	:	JUNIOR ACCOUNTANT

➤ <b>EMPLOYEE -2</b>	<b>: It Metal Forming – A Unit of Tube</b>	
		<b>Investments of India Ltd</b>
Location	:	India
Duration	:	20-05-2009 to 20-04-2010
Designation	:	ACCOUNTANT

➤ <b>EMPLOYEE -1</b>	<b>: Intel Computer Training Centre</b>	
Location	:	India
Designation	:	MARKETING & TEACHER

### **Job Responsibility:**

- prepare monthly financial statements for company with annual turnover of
- Managed account payable, account receivable, and payroll documents.
- Processed company documentation, such as invoices and payment checks.
- Consolidated accounts payables, accounts receivables and payrolls
- Managed and recorded company expenses
- Prepared annual company accounts and reports
- Prepared weekly and monthly financial reports
- Answered telephones and solved customers' queries.
- Received and deposited cash and check payments as well as reconciled records and bank transactions.
- Accounted for incoming checks, bank statements, and accrual monthly adjustments in Great Plains.
- Performed general office duties and administrative tasks.
- Managed all purchase orders and monitored company budget by controlling project expenses.
- Performed administrative tasks, including filing, reporting, tagging fixed assets, etc.
- Prepared invoices, expense reports, and payment memos.
- Completed the general ledger with payroll entries.
- Maintained flawless communication with the management.

- Analyzed QuickBooks data for accuracy.
- Assisted tax accountants in preparing tax returns and financial statements.
- Communicated with clients on a daily basis and ensured excellent customer service.
- Compiled and analyzed company documentation for accuracy.
- Performed data processing in MS Excel.
- Ensured good information workflow between tax preparers and management.
- ensure accurate and timely monthly close activities
- prepare monthly account reconciliations
- review and verify accuracy of reported data
- Maintenance of the document register and vendor data records
- Knowledge of SAUDI ARAMCO STANDARD document control procedure
- Develop and maintain document control processes for the efficient management and recording all documentations
- Assist with the general project administration
- Collect and maintain all documents to arrange an organized filing system
- Maintain a computer database of all filed documentation
- Perform clerical typing duties to generate documents as necessary
- Imputing all documents on Microsoft Excel Filing
- Daily file management
- Advanced computer literacy skills in various computer software applications
- Experience in spread-sheeting and database operation
- Maintain and report relevant performance and compliance metrics specific to projects
- Prepare document transmittals
- prepared financial statements and reports
- prepared balance sheet reconciliations
- tax information for tax department
- assisted with special projects as assigned
- Good in understanding of contracts & correspondences
- Responsible for the monitoring and maintenance of the contractual records, logs and database
- Computer literate – Preferably Access ,Microsoft Office, Outlook and Internet Explorer

### **Computer Proficiency & others:**

- Computer Knowledge in MS-OFFICE, Internet Usage Good production output from the employee.
- Languages : VB,HTML,MS Access, MS Office, Adobe Photoshop, PageMaker, CorelDraw,Tally9,7.2
- Type Writing (English)
- Driving License – Saudi Arabia, India.

### **AREA OF INTEREST:**

- Program Management.
- Accounting Section.

**CO-CURRICULAR ACTIVITIES:-**

- Active participants in NSS.
- Active participants in Cricket, Volleyball in College Team

**Duties and responsibilities:**

- Overseas the production of Ornaments in the factory
- Good production output from the employee
- Avoid unnecessary damages & shortages in the production

**Languages Spoken:**

- Good English, Arabic, Malayalam and Tamil Spoken skills

**Special Skills :**

- Ability to work with different type of individuals.
- Can easy adapt and do the task being given to me
- Honest and trustworthy
- Would be very much willing to learn.

**PERSONAL DETAILS:-**

Name	:	<b>V.M.SHAHUL HAMEED</b>	
Father's Name	:	V.K. Mohamed Yousuf	
Date of Birth	:	19.06.1987	
Nationality	:	Indian	
Languages Known	:	English & Tamil	
Driving License	:	Holding LMV Driving License	
Permanent Address	:	64/82C, Kalvathunayagam Street,	
			Kadayanallur-627751,
			Tenkasi (Tk),
			Tirunelveli (Dist).

<b>PASSPORT DETAILS:-</b>			
Passport No		:	<b>S5782713</b>
Date of Issue		:	19/04/2018
Date of Expiry		:	18/04/2028
Place of Issue		:	<b>RIYADH</b> (Saudi Arabia)
<b>DECLARATION:-</b>			

I hereby declare that all information given above is true to the best of my Knowledge and belief

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Signature

**[V.M.SHAHUL  
HAMEED]**