



SHEIKH MOHAMMED SHAQUIB

Bachelor of Business Administration.

To work in a pulsating and reputed organization where my knowledge, skills and experience can be utilized for the betterment of organization and grow along with people and organization.



smshaquib14@gmail.com



00971509323901



Sharjah, Dubai



02 January, 2000

SKILLS

Microsoft Office

Word

Excel

Communication skills

Problem solving

Focus on customer service

Tally ERP 9

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Kannada

Native or Bilingual Proficiency

Urdu

Full Professional Proficiency

Tulu

Full Professional Proficiency

INTERESTS

Traveling

Reading

Sports

Cooking

EDUCATION

MANGALORE UNIVERSITY DEGREE

Udupi Group of Institution

07/2017 - 06/2020

Manipal, Karnataka, India

Courses

- Bachelor of Business Administration

Higher Secondary

Dandathirtha Pre-university college

06/2015 - 03/2017

Courses

- Higher Secondary

High School

Dandathirtha English Medium High School

05/2014 - 04/2015

Courses

- High School

WORK EXPERIENCE

Site Reporter/Internship

Karnataka Tourism Department, Udupi, Manipal

12/2019 - 01/2020

Manipal/India

Achievements/Tasks

- Successfully completed one month training in tourism department from 05-12-2019 to 06-01-2020 in office of Assistant Director, Rajathadri, DC office, Manipal, Karnataka -India. I was appointed to collect details from travel agencies of udupi district. I covered travel destinations like Leisure and Amusement parks, Monuments and Wild life Sanctuary.

Accountant

Super Enterprises, India

07/2020 - 07/2021

Udupi, Karnataka, India

Achievements/Tasks

- Research and resolve outstanding employees account balances.
- Collaborate with System, Customer and Key Stakeholders.
- Processes expense reports in BTM inbox.
- Handle employees queries monthly employee account reconciliation.
- Reviews all expense reports due to be paid weekly.
- Documents exception to the travel policy.

CERTIFICATES

Aviation and Hospitality Management (07/2017 - 06/2020)

ACHIEVEMENTS

Personal Achievements

Captain of our college Cricket team, Member of event organizing committee, Member of the Raktdan group, Participated in various athletics, Captain of our College Volleyball team.