






SULFATH SHAHABATH

CONTACT ME AT

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PERSONAL SKILLS

- Computer Literate (Proficient in MS Office Internet browsing etc.) Troubleshooting. Good customer service, good communication and interpersonal skills.
- Hardworking and can work in a minimum supervision. Logical thinking with creative problem solving ability. Ability to work in a team and under pressure.

PROFESSIONAL SKILLS

- TALLY.ERP.9 ,QUICK BOOKS AND PEACHTREE
- ADVANCED MICROSOFT EXCEL MICROSOFT POWERPOINT
- E-FILING OF STATUTORY RETURNS

LANGUAGES

- ENGLISH
- ARABIC
- HINDI
- MALAYALAM

PERSONAL DETAILS

Birth Date : January 05, 1998
Gender : Female
Civil Status : Married
Nationality : India
Passport No.: N4886007 Visa
Status : Husband Visa

CAREER OBJECTIVE

To obtain a challenging and responsible position in a result oriented company that offers responsibilities and opportunities of growth and advancement. My stated objective and focused approach is to acquire in-depth knowledge in the area in which I am associated with, and to work in an organization that fully utilize my skills and provide global work exposure.

WORK EXPERIENCE

Customer Service

Nesto Hypermarket LLC -Ajman, UAE | 2019 - 2021

- Identifying improvement areas and implementing measures to maximize customer satisfaction levels.
- Non voice operations - Customer queries and complaints, handled through both emails and letters.
- Interacting with customers to provide them with information to address enquiries.

Accountant cum Admin

Zahra Tissue Paper Industry - Ajman | 2016 - 2018

- Handling all the Company Accounts
- Controlling and Preparing Expense of the Organization.
- Maintaining Purchase and sales including Stock Register
- Preparation of daybook
- Maintain Petty Cash
- Reconcile bank accounts
- Prepare monthly balance sheet schedule
- Posting all day to day transactions of the company
- Prepare sales invoice, payment vouchers and receipts by verifying documentation
- Preparing reports and summaries of accounting activities

EDUCATIONAL HISTORY

Diploma In Accountancy Spectrum Computer Education, Kannur-Kerala | 2019-2020

Rims International College , India Bachelor of Commerce – Pursuing Indira Gandhi National Open University Kerala | 2018

New Indian Model School – Ajman , U.A.E. Higher Secondary Kerala Board | 2017

The Royal Academy – Secondary or Matriculation Central Board of Secondary Education Ajman , U.A.E | 2015

DECLARATION

I hereby declare all the particulars are true to the best of my knowledge and belief.

Date :
Place :

Sulfath Shahabath