



## **RESUME**

**V.M.SHAHUL HAMEED**

Mobile No: +966 570231554

Email : hameedintel@gmail.com

### **8 YEAR OF ACCOUNTANT AND ADMINISTRATOR**

#### **➤ PROFESSIONAL SUMMARY:-**

Skilled accounts administrator with ability to handle multiple accounts on an ongoing basis. Exceptional understanding of various software programs thanks to over 8 years of experience in the industry. Impressive communication skills that ensure those involved with different accounts always know the status of ongoing projects and how they can resolve any issues that may come up. Critical thinking abilities also ensure that areas for improvement are identified and applied to various projects.

#### **➤ EDUCATIONAL DETAILS:**

- **B.Com (Commerce) in Sri Ram NallamaniYadavaof Arts and Science (2005-2008)**(Affiliated to ManonmaniyamSundharanar University) at Tenkasi ,TamilNadu

#### **GULF EXPERIENCE:**

<b>EMPLOYEE-4</b>	:	<b>Talaween Advertising Agency</b>
Location	:	<b>SAUDI ARABIA</b>
Duration	:	21-06-2011 to 01-05-2018
Designation	:	<b>ACCOUNTANT AND ADMINISTRATOR</b>
<b>EMPLOYEE-3</b>	:	<b>TOLA SUPERMARKET</b>
Location	:	<b>INDIA</b>
Duration	:	01-09-2018 to 14-06-2019
Designation	:	<b>MARKETING &amp; CASHIER</b>

**EMPLOYEE-2** : **Intel Computer Training Centre**  
Location : India  
Duration : 10-05-2010 to 10-6-2011  
Designation : JUNIOR ACCOUNTANT

**EMPLOYEE-1** : **It Metal Forming – A Unit of Tube Investments of India Ltd**  
Location : India  
Duration : 20-05-2009 to 20-04-2010  
Designation : ACCOUNTANT

### **AREA OF EXPERIENCE**

- Office Secretary Accounting Section
- Document control
- Purchase
- Administrative
- Receptionist
- Marketing sales (License Saudi & India)

#### ➤ **Office Secretary Accounting Section.**

- prepare monthly financial statements for company with annual turnover
- Managed account payable, account receivable, and payroll documents.
- Prepared annual company accounts and reports
- 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.
- Prepared invoices, expense reports, and payment memos.
- tax information for tax department
- prepared financial statements and reports
- prepared balance sheet reconciliations
- Completed the general ledger with payroll entries.
- Collected, counted, and disbursed money, do basic bookkeeping, and complete banking transactions.
- Communicated with customers, employees, and other individuals to answer questions, explain information,
- Take orders, and address complaints.
- Answered telephones, direct calls, and take messages.
- Compiled, copied, sorted, and filed records of office activities, business transactions, and other activities.

- Completed and mailed bills, contracts, policies, invoices, or checks
- Answered telephones, direct calls, and take messages.
- Computed recorded and proofread data and other information, such as records or reports.
- Delivered messages and run errands.
- Responsible for all administrative duties of the church.
- Responsible for arranging the itinerary, hotel, and dinner reservations for the pastor.
- Responsible for maintaining office supplies.
- Researched and gathered data/information for reports and other projects.
- Maintained financial statements.
- Kept accurate records, and gave quarterly reports of church finances.
- Responsible for accounts payable.

### ➤ **Document control**

- Performed data processing in MS Excel.
- ensure accurate and timely monthly close activities
- Maintenance of the document register and vendor data records
- Prepare document transmittals
- Knowledge of SAUDI ARAMCO STANDARD document control procedure
- Good in understanding of contracts & correspondences

### ➤ **Purchase Department**

- Reviewed and approved purchase orders before ordering goods.
- Processed purchasing requests and maintained purchasing logs.
- Contacted vendors to obtain price quotes and performed negotiations.
- Ensured that all purchase operations were performed in accordance with company policies and procedures.
- Followed-up on delivery schedules, payment delays, and invoice queries.
- Managed deliver schedules and status of goods.
- Requested quotes from vendors, entered requisitions and processed purchase orders
- Reviewed service contracts from vendors
- Coordinated with vendors to ensure on-time delivery of special orders
- Managed inventory for all custodial staff
- Submitted receipts and followed up on issuance of payments
- Attended meetings with vendors for product demonstrations
- Speak to coworkers, buyers, and vendors respectfully
- Set up terms and conditions with all vendors
- File all purchase orders
- Create purchase orders
- Create item numbers for merchandise
- Create recipes for merchandise

- Work in systems such as Great Plains, Eatec, Windows, Excel, Word, etc.
- Fluent typing skills
- Maintained records of purchases and sales.
- Coordinated with suppliers to ensure that goods are delivered on-time.
- Negotiated price and terms with suppliers

➤ **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.**

➤ **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 tome
- 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 Nationality	: 19.06.1987
Languages Driving	: Indian
	: English /ARABIC/ Tamil
Permanent Address	: <b>Holding LMV Driving License (India and Saudi Arabia</b>
	: 64/82C, Kalvathu nayagam Street,
	Kadayanallur-627751,
	Tenkasi (Tk),
	Tirunelveli (Dist).

Passport No : **S5782713**  
Date of Issue 19/04/2018  
Date of Expiry : 18/04/2028  
Place of Issue : **RIYADH** (Saudi Arabia)

**DECLARATION:-**

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

Signature

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