



# **SHOIAB DANIEL**

**SECRETARY.**

**+919515050384.**

## **PERSONAL SUMMARY**

Keen to find a challenging above positions with a successful and ambitious company that offers opportunities for career development and advancement.

## **WORK EXPERIENCE:-**

### **GRAIN SILOS AND FLOUR MILL ORGANIZATION**

**MADINAH, SAUDI ARABIA,**

**SECRETARY From June 2011 – SEP 2015.**

### **SALEM SALEH AL HARETH GEN CONTRACTING CO.LTD.**

**(KAEC, RABIGH, SAUDI ARABIA)**

**WORKED UNDER EMAAR (EEC).**

**SECRETARY /Document Assistant From Feb-2017-April-25-2019.**

### **VASAVI HYPER MARKET.**

**Book Keeper/Computer Operator.**

**NIZAMABAD, TELANGANA, INDIA.**

**From Jan 2006 to Jan 2007.**

### **VARUN MOTORS PVT LTD.**

**OFFICE CLERK/ EDP Executive.**

**NIZAMABAD, TELANGANA, INDIA.**

**From March 2007 to April 2011.**

Responsible for ensuring that the highest standards of administrative processes & corporate governance are both promoted and maintained, so that the business operates efficiently & in accordance with all statutory and legal provisions.

## **Duties & Responsibilities:-**

- Manage and maintain all controlled company documents.
- Maintain files and records so they remain updated and easily accessible
- Sort and distribute incoming mail and prepare outgoing mail (envelopes, packages, etc.)
- Answer the phone to take messages or redirect calls to appropriate colleagues
- Utilize office appliances such as photocopier, printers etc. and computers for word processing, spreadsheet creation etc.
- Undertake basic bookkeeping tasks and issue invoices, checks etc.
- Take minutes of meetings and dictations
- Assist in office management and organization procedures
- Monitor stocks of office supplies (paper clips, stationery etc.) and report when there are shortages
- Assist in making travel arrangements and booking venues for conferences and events
- Perform other office duties as assigned
- Preparing and following up with invoices.
- Working Ms-Office Package.
- 60-70 words Typing Speed.
- Update and control procedure documents and forms.
- Create document filing and organizing systems that are both effective and efficient.
- Make available, notify and distribute documents to relevant recipients.
- File documents in physical and digital records and ensure appropriate storage.
- Review and maintain the accuracy of the records, editing where necessary to ensure they are up to date.
- Manage the processes around documentation within the organisation.
- Maintain confidentiality around sensitive documentation.
- Create document filing and organizing systems that are both effective and efficient.
- Make available, notify and distribute documents to relevant recipients.
- Manage requests for documentation
- File documents in physical and digital records and ensure appropriate storage
- Review and maintain the accuracy of the records, editing where necessary to ensure they are up to date.
- Manage the processes around documentation within the organisation  
Maintain confidentiality around sensitive documentation.

## **KEY SKILLS AND COMPETENCIES:-**

- Proven experience as a junior accountant.
- Excellent organizing abilities.
- Great attention to detail.
- Good with numbers and figures and an analytical acumen.
- Good understanding of accounting and financial reporting principles and practices.
- Excellent knowledge of MS Office and familiarity with relevant computer software.
- Experienced With Tally ERP

## **ACADEMIC QUALIFICATIONS:-**

- **B.com (Bachelor of Commerce)** from (AHMV) Degree College
- Affiliated to (**OSMANIA UNIVERSITY**)
  
- **C.E.C** from Board of intermediate.
  
- **S S C** from Board of secondary.

## **PERSONAL SKILLS:-**

*Versatility*  
*Enthusiasm*  
*Attention to detail.*

## **PERSONAL DETAILS:-**

SHOIAB DANIEL

*H-NO-5-9-96, Beside Vijay Talkies,  
Yellammagutta, Nizamabad-503001,  
Telangana, INDIA.*

*E:[shoiabdaniel1@gmail.com](mailto:shoiabdaniel1@gmail.com)*

*Mob : [+919515050384, 9440710367](tel:+919515050384)*

*DOB: 12/03/1988*

*Driving license: Yes*

*Nationality: Indian*

**I declare that the information given above is true to the best of my knowledge.**

**Place: Nizamabad**

**Date:**

**(SHOIAB DANIEL)**



