

## CURRICULUM VITAE

### **Shaik Kareemulla**

S/o Shaik Sirajuddin

South Sehla,

MANAMA

BAHRAIN

M: +973-33789477 (zain), 34069389 (stc)

E MAIL: [9944.sajid@gmail.com](mailto:9944.sajid@gmail.com)



### **CAREER OBJECTIVE:**

Currently looking for an appropriate opportunity with a reputable employer who rewards hard work and appreciates ability and loyalty. To work in an organization which will be offered both challenge and opportunities to increase the knowledge and responsibilities with suitable levels of promotions for maximum satisfaction.

### **WORK EXPERIENCE:**

#### ➤ **Experience in job:**

- ❖ Worked as an **Admin Assistant** in **CMR SHOPPING MALL (INDIA)**  
From (2015 to 2017)
- ❖ Present working as **ADMIN CUM ACCOUNT ASSISTANT** in  
**ALSHEHAB ALUMINIUM (BAHRAIN)**  
From (2018 to 2021)

### **RESPONSIBILITIES HANDLED:**

#### ➤ **As an Admin Assistant:**

- ❖ Answer phone calls and redirect them when necessary Sort and distribute incoming mail and phone
- ❖ Manage the daily/weekly/monthly agenda and arrange new meetings and appointments
- ❖ File and update contact information of employees, customers, suppliers and external partners
- ❖ Support and facilitate the completion of regular reports
- ❖ Develop and maintain a filing system
- ❖ Make travel arrangements
- ❖ Answer the phone to take messages or redirect call to appropriate colleagues
- ❖ Document expenses and hand in reports.
- ❖ Making Invoice / Payment & Receipt Voucher
- ❖ Maintain files and records so they remain updated and easily accessible
- ❖ Prepare monthly payments/ receipt.
- ❖ Payment receivable follow-up with the client by email/phone.
- ❖ Document expenses and hand in report.

- ❖ Undertake basic bookkeeping tasks and issue invoices, checks etc.
- ❖ Perform other office duties as assigned
- ❖ Co-ordinate office procedures.

➤ **As an Account Assistant:**

- ❖ Preparing VAT reports & submitting to the NBR.
- ❖ Stock Maintenance and Reporting
- ❖ Proper Inventory Management
- ❖ Monitoring Daily Cash Transactions
- ❖ Maintenance of Account books
- ❖ Accounts Receivable & Accounts Payable (Local & Overseas)
- ❖ Day to day banking & Reconciliations
- ❖ Preparation of Account Statements
- ❖ Reconciliation of Debtor & Creditor Accounts
- ❖ Maintaining audit schedule & coordination with Auditors
- ❖ Maintaining financial records
- ❖ Salary preparation, leave Vacation & Settlement Preparation

➤ **Experience in Software:**

- ❖ Excellent Microsoft Office skills, especially in using Excel & Word
- ❖ Excellent skills in ODOO Software (Sales, Purchase, Inventory, Accounting Etc...)
- ❖ Excellent skills in Computer like...
- ❖ Monitoring computer systems for malfunctions and errors.
- ❖ Performing maintenance and updates on hardware and software systems as needed.
- ❖ Installing new hardware such as computers, servers, and other peripherals.
- ❖ Installing and updating software such as MS Office, antivirus, and operating systems.
- ❖ Troubleshooting and diagnosing technical issues.
- ❖ Implementing repairs and updates based on diagnostic assessments.
- ❖ Generating error, diagnostic, and repair reports.

**PERSONAL:**

- Smart, well-groomed and confident.
- Having a professional attitude.
- Possessing a friendly, approachable personality.
- Smart and presentable appearance.
- Have a full 2 years checkable history.

## **ACADEMIC QUALIFICATIONS:**

2015-2017	<b>Master's Degree in post-graduation from ANDHRA UNIVERSITY. With 78 %</b> <b>MASTER OF BUSINESS ADMINISTRATION (M.B.A)</b>
2012-2015	<b>Graduation in Bachelors of Commerce (B.COM) with 86%</b>
2009-2011	<b>Intermediate (C.E.C) with 82%</b>
2007-2008	<b>SECONDARY SCHOOL CERTIFICATE with 77%</b>

## **AUXILIARY SKILLS:**

- Maintaining good human relations.
- Dedicated towards work.
- Effective time Management
- Eager to know and learn about new things which I am not aware of Ability to learn new technologies
- Creative ability.

## **PERSONAL PROFILE:**

<b>Name</b>	<b>:</b>	<b>Shaik Kareemulla</b>
<b>Father name</b>	<b>:</b>	<b>Shaik Sirajuddin</b>
<b>Date of Birth</b>	<b>:</b>	<b>13-07-1993</b>
<b>Marital Status</b>	<b>:</b>	<b>Unmarried</b>
<b>Gender</b>	<b>:</b>	<b>Male</b>
<b>Nationality</b>	<b>:</b>	<b>Indian</b>
<b>Languages Known</b>	<b>:</b>	<b>English, Hindi, Urdu, Telugu.</b>
<b>Present address</b>	<b>:</b>	<b>Shaik Kareemulla, South Sehla, Beside Ahmed Shariff Furniture MANAMA, KINGDOM OF BARAIN.</b>

## **DECLARATION:**

I declare that the information and particulars stated here in above are true and exact to the best of my knowledge and belief.

**(Shaik Kareemulla)**