

SYED THAMEEM AHMED

PERSONAL DETAILS

Date of Birth : 22/10/1997

Gender : Male

Marital Status : Unmarried

Nationality : India

PERSONAL SKILLS :

Excellent communication skills, multilingual, leadership qualities Quick learner, Versatile, Confident Ability to work both in teams and individually Strong Interpersonal, representation, oral, and written communication skills Ability to logically analyses issues, evaluate different options and viewpoints, and implement decisions.



CONTACT

+971 54 527 0867

sayedthameem08@gmail.com

sharjah

EDUCATION

S.S.L.C (SECONDARY EDUCATION BOARD)

2004 - 2014

MILAGRES HIGH SCHOOL, MANGALORE

P.U.C (PRE-UNIVERSITY)

2014 - 2016

STAR EDUCATION, MANGALORE

B.COM (UNIVERSITY)

2016 -2018

J.R.N RAJASTHAN VIDYAPEETH UNIVERSITY, MANGALORE

COMPUTER KNOWLEDGE

M.S Power Point, Excel, Wordpad Sap, Gravity Software

SKILLS

Communication skill

Teamwork

Time Management

Leadership

Interpersonal Skill

Resilience

LANGUAGES

English (Fluent)

Hindi (Fluent)

Kannada (Fluent)

Malayalam (Basic)

DRIVING LICENCE

UAE (DUBAI) - LIGHT VEHICLE (MANUAL AND AUTO)
IND (INDIA) - LIGHT VEHICLE (MANUAL AND AUTO)

WORK EXPERIENCE

AL MADINA LLC (DUBAI - UAE)

DATA ENTRY WITH ACCOUNTS

2.5 YEAR'S

- GRN (purchased) and GRV (return).- Invoice generation
- checking of stock availables
- stock verification
- cost variance
- Preparation of Monthly Aging Report
- keeping track of statements outstanding amounts with credit or debit notes.
- Comparing the receipts to the client.
- Future Money Forecasting for inflow and outflow funds.
- Arrange the payment according to priority.
- expenses and income
- bank re-conciliation
- assets and labilitys
- vat payment's
- hr support's
- IT Support's

RELIANCE FOOTPRINT

DATA ENTRY

1.6 YEAR'S

DECLARATION

I here by declare that the above information are true to the best of my knowledge and if given an opportunity to work in your company will endeavor the best of services to the peak level of my capacity for the growth of the company
