

AMIR SHUHAIL



CONTACTS

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Fujairah, UAE, Fujairah, UAE



SKILLS

- MS Office (MS Excel, MS Word), Photoshop
- Accounting Package- Peachtree, Tally & Quick Book

LANGUAGE

- English, Hindi and Malayalam

PERSONAL DETAILS

Date of birth

25 Jun 1992

Nationality

Indian

Visa status

Employment Visa

Marital status

Married

DRIVING LICENSE

ABOUT ME

As a dedicated professional, I am eager to contribute to your organization by leveraging my skills and enhancing my knowledge of the latest industry trends. My goal is to join a dynamic team focused on driving organizational growth and achieving optimal satisfaction. I am committed to delivering results that align with your company's objectives while continuously improving my expertise.

WORK EXPERIENCE

Sales Cum Driver, Kabayan Supermarket, Fujairah

2020 - Present

- Achieved sales targets through effective promotion and selling of products to customers, while fostering lasting client relationships.
- Managed comprehensive sales documentation, maintained accurate records, and monitored inventory levels.
- Resolved customer inquiries and issues, ensuring high levels of satisfaction.
- Safely operated company vehicle for timely deliveries, including loading and unloading of products, and conducted regular vehicle maintenance.

Goods Receiver, Union Co-operative Society, Hyper Market, Al Hamriya, Dubai

2015 - 2017

- Handle and manage incoming shipments and materials received.
- Perform and execute unloading and unpacking of materials received.
- Inspect and verify the condition of the materials received.
- Count and verify received materials.
- Reconcile materials received against invoice quantities.
- Communicate discrepancies in materials received to the receiving manager.
- Organize materials received for quality inspections.
- Organize and manage inventory control of materials received.

Accountant (Assistant), Al Montazah Veg & Fruits Trading, Al-Aweer, Dubai

2013 - 2015

- Verifying the accounts through manually and using accounting software.
- Verifying the stocks, balancing the overstocking and under stocking.
- Preparing Bank Reconciliation Statement.
- Preparing the Sales invoices, Receipts & Payment vouchers.
- Booking purchase invoices.
- Processing suppliers' payment and salaries.

Driving license category

236999 (Light vehicle,
Manual)

- Preparing customers ageing reports.
- Handling petty cash and main cash.

EDUCATION

Commerce Graduate, Calicut University

Plus Two, Board of Higher Secondary Examination 2010

SSLC, Board of Public Examination 2008