



# SHAHIN FAROOQUE

## Objective

To be successful in the respective field of work in a reputed organization where I can develop myself along with the development of organization which provide challenging and responsible opportunities to utilize my strength and skill for mutual growth.



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Doha, Qatar

## Language

- English
- Hindi
- Malayalam

## Expertise

- Management Skills
- Time Management
- Effective communication
- Negotiation
- Critical Thinking
- Proactive Leadership

## Other

- ♦ Qatar License Holder

## Experience

Cashier.

Extra Apparel Store

Kerala, India (2019 - 2021)

- Managed cash, credit, and debit transactions accurately.
- Assisted with restocking merchandise and maintaining displays.

Procurement Executive & Site Supervisor.

Al Able Trading & Contracting W.L.L

Doha, Qatar (2021 - 2023)

- Supervised daily site operations and ensured project timelines were met.
- Managed purchase orders and ensured timely delivery of goods.

Accounts Executive

Reliant Corporate Solutions

Kerala, India (2023 - 2024)

- Responsible for managing various Tax and Accounting tasks.
- Reliable and timely book- keeping services.

## Education

Bachelor of Business Administration- Marketing

M.A.M.O College - Reaccredited by NAAC with 'A' Grade, Affiliated to the University of Calicut (2016 - 2019)

NEBOSH

International General Certificate in Occupational Health and Safety - 2024

## Other Certificates

- Tally ERP9 With GST & MS Excel
- VAT Accounting
- GST Accounting
- Diploma in Business Accounting