



# SHAMNAD K

Doha, Qatar

50451543 | shamnadabdulla4930@gmail.com

## Objective

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To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

## Experience

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- DRIVER** 2021 - 2025  
Food plus hypermarket
  - Deliver various items to different addresses as assigned.
  - Stick to a schedule and be time-bound on the job.
  - Follow the prescribed routes most convenient for delivery.
  - Inspect, operate, and maintain the vehicle and its cleanliness
- DATAENTRY CLERK** 2019 - 2020  
Food plus hypermarket
  - Accurately input, update, and maintain data in company systems or databases.
  - Organize and manage data files to ensure easy retrieval and access.
  - The ability to prioritize tasks and manage time effectively to meet deadlines.
- CASHIER** 2017 - 2019  
Food plus hypermarket
  - Manage transactions with customers using cash registers.
  - Issue receipts, refunds, change or tickets.
  - Resolve customer complaints, guide them and provide relevant information.
  - Handle merchandise returns and exchanges.
- SALESMAN** 2016 - 2017  
Food plus hypermarket
  - Help customers find items in the store.
  - Check for stock at other branches or order requested stock for customers.
  - Provide customers with information about items.
  - Keep track of inventory.
- ACCOUNTANT** 2015 - 2016  
Sree shankaracharya computer center
  - Ensuring the accuracy of financial-documents, as well as their compliance with relevant laws and regulations.

- Preparing and maintaining important financial reports.

## Education

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- **HIGHER SECONDARY** 2012  
Board of higher secondary education kerala
- **BACHELOR OF COMMERCE** 2012 -2014  
Calicut University, Kerala, India  
Not completed
- **VIBS (Virtual Interactive Business Experiment System)** 2015-2016  
Calicut University, Kerala, India

## Skills

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- Tally ERP 9, Peachtree & QuickBooks (Accounting Software's). MS Office, Trade Easy, Internet & E-mail application

## Interests

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- Sales
- Merchandiser
- Data entry

## Languages

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- Malayalam
- English
- Arabic

## Personal Details

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- Gender : male
- Date of birth : 14/12/1995
- Nationality : Indian
- Marital status : married

## Passport Details

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- Passport number : X9038145
- QID&Driving License No :29535607216

## Declaration

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- I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned Particulars

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