

**SHABIN AZEEZ****Flat No.31, BLDG No.878****Road 4115, Area 341****Juffair, Manama, Bahrain****Email : shabinkazeez@gmail.com****Cell: 00973-34202150, 38889481****CPR No : 881130990****CAREER OBJECTIVE:**

To seek a permanent employment in a reputable organization that could utilize my professional knowledge and skills for the growth and prosperity of the organization to the optimum level as well as facilitate career and professional growth.

WORK EXPERIENCE***HR Executive cum
Administrative
Officer******GCS Bahrain,
Kingdom of
Bahrain******Since April 2017***

- Support the new hires for providing with the necessary resources.
- Interviewed employees to construct an accurate picture of the duties and skills required for each position.
- Monitoring performance and initiating action to strengthen results.
- Ensuring that all site operations are in compliance with established Company policies and procedures.
- Responsible for communicating among people within and outside the company face-to-face, over the phone, through letters and faxes and via email.
- Submit documents for Visa administration and Work permits.
- Advise Management of best alternative work permit activities for staff in the processing of Visas.
- Providing Visa Case Study on every visa type individually
- Record keeping & Monitoring of all application in numbers for the visa
- Paying Labour Office Fees/ Change Of status Fees / Transfer Visa Fees / Relative Labour Card Fees.

WORK EXPERIENCE

Property Manager

***Strand Properties
Management
Kingdom of
Bahrain***

***Dec 2013 to April
2017***

- Establishes rental rate by surveying local rental rates; calculating overhead costs, depreciation, and profit goals.
- Contracts with tenants by negotiating leases; collecting security deposit.
- Maintain a positive, productive relationship with tenants
- Visiting properties and carrying out inspections.
- Source and build relationships with prospective clients to expand business opportunities.
- Worked closely with US Naval base staff accommodation requirements (Short and long term contracts.)
- Maintaining Bank & Cash Accounts
- Ensuring that properties are properly maintained.
- Preparing budgets for senior managers.
- Controlling procurement and expenditure costs.
- Confirming the quotations and making orders to the various parties.
- Generated monthly close of financial statements; prepared management reports concerning purchases and Rent.

WORK EXPERIENCE

Accountant:

***Mathias Middle
East WLL
Salmabad,
Bahrain***

***Nov 2012 to Dec
2013***

- To be part of the team responsible for maintaining efficient and accurate accounting functions based on tally.
- Making Computerized & Manual Invoices.
- Prepare and review revenue, expense, payroll entries, sales, invoices, and other accounting documents.
- Monthly Reconciliation of Bank account
- Making follow-up calls with Sundry Debtor
- Receiving and distributing all documents.
- Ensuring all correspondences regarding financial matters is forwarded to the Management
- Generated monthly close of financial statements; prepared management reports concerning purchases, sales and inventory.
- Management of the petty cash
- Inventory control and issues

WORK EXPERIENCE

Accountant:

**Indo European
Trade
Bangalore ,India**

**Feb 2011- June
2012**

- Recommend, develop and maintain financial data bases, computer software systems and manual filing systems.
- Management of the petty cash
- Analyzing the accounts and ensuring that the accounts are balancing
- To ensure all post is sent daily.
- Made follow-up calls with the sundry debtors.
- Maintaining Accounts Receivables and payables
- Dealing with Suppliers and Customers
- Maintaining Bank & Cash Accounts
- Monthly Reconciliation of Bank account
- Preparation of Invoices.
- Preparation Monthly of Stock Statement and verification
- Preparing Management Information Reports.
- Record documents on computer according to file index.
- Make Salaries for Staff & Workers.

WORK EXPERIENCE

Accountant

**Bodyline
Nutrition's and
Health Club
Cochin, India**

**June2010- Jan
2011**

- Maintaining the accounting records, preparing the books of accounts.
- Analyzing the accounts and ensuring that the accounts are balancing
- Management of the petty cash
- Finalize the day's balance, and prepare and print management reports
- Retrieval of reports from the accounting system
- Well versed with Microsoft office applications (Word, Excel, Power point & Outlook)

EDUCATIONAL BACKGROUND

Academic Details	Institution	University	Aggregate	Year of passing
Bachelor in Commerce with Computer Applications	Indira Gandhi College of Arts and Science, Cochin	Mahatma Gandhi University	70%	2010
Plus Two (Commerce)	Queen Mothers College Cochin	Board of Higher Secondary Examination	75%	2007
SSLC	Al-Azhar Public School Cochin	NIOS	75%	2005
Tally	G.Tech Computer Education		90%	2010
ISSA (International Sports Science Association)	Fitness Forever, Cochin	DETC-CHEA USA	90%	2011

SKILLS

- Hardworking dedicated & self motivated.
- Good communication skills and general awareness.
- Capable of working under pressure.
- Certified Fitness training professional from International Sports Science Association (ISSA)-USA.
- Certified in Heart saver First Aid & CPR with AED Course from American Heart Association.

LANGUAGE KNOWN

- English - Read, Write, Speak
- Malayalam - Read, Write, Speak
- Hindi - Speak

PERSONAL DETAILS:

Driving License	:	Valid Bahraini Driving License.
Age & Date of birth	:	30, 5th November 1988.
Nationality	:	Indian.
Religion	:	Islam.
Marital status	:	Married.
Sex	:	Male.
Passport no	:	M5709977
Place of issue	:	Kingdom of Bahrain.
CPR Number	:	881130990