



MOHAMMED SHAHAD

PROFESSIONAL SUMMARY

Detail-oriented and highly organized professional with hands-on experience in administrative support, inventory management, and accounting operations. Skilled in financial reporting, record-keeping, payroll processing, and accounts receivable/payable. Proficient in Tally ERP 9, MS Office Suite, and maintaining accurate documentation. Adept at optimizing processes, ensuring compliance, and supporting operational efficiency in fast-paced environments. Strong multitasker with excellent communication skills, ensuring smooth workflow and stakeholder coordination.

CONTACTS



+971 50 641 8165



shahaddmohdd@gmail.com



Al Nahda, Dubai

EDUCATION

BSC ZOOLOGY, UNIVERSITY OF CALICUT, THRISSUR – 2021

PROFESSIONAL DIPLOMA IN BUSINESS ACCOUNTING, ATA ACCOUNTS, KERALA – 2023

DIPLOMA IN HOSPITAL ADMINISTRATION, JAIN UNIVERSITY, ERNAKULAM – 2023

HIGHER SECONDARY EDUCATION, GOVT KERALA HSE EXAMINATION – 2018

PROFESSIONAL EXPERIENCE

DOCUMENT CONTROLLER (Project management)– AUG 2025 to DEC 2025

Tanseeq Investment Group of Companies | UAE, Dubai

- Document management & control
- Coordinate with engineers, project Managers, consultants and subcontractors
- Document review and distribution
- Software and system management
- Track document submissions, approvals and returns
- Maintain Master Document Registers and Logs
- Support handover documentation and final submissions

ACCOUNTANT – DEC 2023 – NOV 2024

M/s. ATA Accounts | Kerala, India

- Prepared monthly financial statements in compliance with accounting standards.
- Generated invoices, POs, quotations, vouchers, cheques, and ensured accurate system entries.
- Posted journal entries including COGS, depreciation, accruals, and prepayments.
- Handled payroll processing, attendance tracking, and salary disbursement.
- Reconciled bank statements and managed petty cash.
- Monitored receivables, sent reminders, and followed up on collections.
- Managed supplier relations and procurement cycle.
- Maintained up-to-date asset, prepayment, and accrued expense schedules.

ADMIN EXECUTIVE - NOV 2022 – NOV 2023

Sunrise Hospital | Ernakulam, India

- Supported operations across inpatient and homecare services.
- Assisted with patient record management and daily coordination tasks.
- Gained exposure to hospital administration workflows and regulatory compliance.

BILLING STAFF – NOV 2021 – OCT 2022

We Mart Hypermarket | Kerala, India

- Managed POS systems and handled customer billing with speed and accuracy.
- Maintained records of daily transactions and reconciled sales.
- Assisted with payment queries and improved customer satisfaction.

LANGUAGES

English, Hindi, Tamil, Malayalam

SKILLS

Data Entry & Record Keeping • Documentation & Compliance • ERP & CRM Software • Office Management & Coordination • Inventory & Asset Tracking • Billing & Invoicing Support • Advanced MS Office (Excel, Word, PowerPoint, Outlook) • Report Generation & Data Analysis • Client Relationship Management (CRM) • Sales Order Processing & Coordination • Lead Tracking & Follow-ups • Customer Service & Query Resolution • Market Research & Competitor Analysis • Financial Record Verification (Bank Reconciliation) • Communication (Written & Verbal).`