

# **SHAHANA JABIN**

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## **OBJECTIVE**

To Work in a dynamic environment that provides ample scope for enriching my learning curve & also would help me to utilize my skills & knowledge to contribute significantly to the organization where I work. Seeking challenging assignments in Finance with a progressive organization

Enthusiastic, passionate and well-experienced resource officer cum account with great communication skills, and fully dedicated to the organization seeks to build a career with a highly-respected educational institution committed to the development of fine, well-mannered, and productive members of society.

A dedicated Employee with 3 years' TNG (The Next Generation School) experience and a strong desire to help instill the love for learning with new tasks looking forward to being a part of your growing organization. Willing to adjust schedule fit to accordingly position required While Pursuing a Master's Degree holder in commerce.

## **EXPERIENCE**

### **Document Controller @ Techno Light Doha Qatar February 2017 - January 2018**

#### Duties & Responsibilities

- Set up, copy, scan and store documents Create templates Manage requests for documentation
- File documents in physical and digital records and ensure appropriate storage
- Review and maintain the accuracy of the records, editing where necessary to ensure they are up to date
- To liaise with and distribute project related information with all levels of the project team and potentially external parties
- Manage the processes around documentation within the organization
- Maintain confidentiality around sensitive documents.

### **Resource officer @ The Next Generation School (TNG) Doha Qatar Sept. 2018 – Present**

#### Duties & Responsibilities

- Register new students.
- Collect fees from parents.
- Supervises students in field trips.
- Provide all required printouts, and bind the booklets for school.
- Provide laminated resources according to requirement.
- Provides assistance to new students and their parents and assists in their orientation on school regulations.
- Provides resources to students and staff members.

- Supervise school machinery like digital printers, binding machines, computers, lamination machines, etc.
- Maintain the stock according to school requirements.
- Maintain important documents like circulars, exam papers, ministry-related documents, etc.
- Prepare a record of meetings of parent-teacher, parent-school heads
- Provide necessary resources for all school buildings.
- Prepare a stock list and requirement list for the upcoming activity.
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## **EDUCATION**

**Bachelor of Commerce From - Guru Ghasi das University Bilaspur CG India.**

**Master of Commercial From - Rani Durgawati University Jabalpur MP India.**

### **My Key Areas**

- I can carry out the following work of Accounting very well on computer and manually both the ways –:
  - ✓ Cash Book
  - ✓ Invoicing
  - ✓ Purchase
  - ✓ Branch Reconciliation
  - ✓ Stock Reconciliation
  - ✓ Updating of Ledger & their Scrutiny
  - ✓ Provide Material resource
  - ✓ Provide purchasing support Local /globally

Languages===English / Hindi / Urdu – Read Write Spoken

Legal Status == Work Resident Permit approved by Ministry of labor

Computer Literacy / Word / Excel / PowerPoint /ERP