

Shahama Abul Kalam

EDUCATION

- 2014-2017** **Amity University, Dubai**
BBA (Bachelor of Business Administration in Finance and HR)
- 2014-2022** **ACCA (Association of Chartered Certified Accountants)**
ACCA affiliate
- 2012-2014** **Indian School Muscat**
CBSE: Passed Grade 12th with 95%. Subjects included were Accountancy, Mathematics, English, Economics, Business Studies.

PROFESSIONAL EXPERIENCE

- 10th -13th Sep - 2013** **Al Rawabi Diary**
Sales Promoter
- Demonstrate and provide information on diary products.
 - Create a positive image and lead consumers to use it.
 - Distribute product samples, brochures, flyers etc. to source new sales opportunities
 - Set up booths or promotional stands and stock products
- 19th-27th Feb 2016** **Emirates Airline Literature Festival**
Promoter
- Responsible for promotional materials such as leaflets, flyers, invitations, etc.
 - Responsible for selling tickets for the event entrance
 - Hand out flyers and leaflets to people introducing about the events
 - Prepare the photographers for the events and do other necessary related duties.
- 1st-10th April 2016** **Aptamil Junior**
Sales Promoter
- Set up and arranged displays and demonstration areas to attract the attention of prospective customers
 - Responsible for operational promotion through various social media and direct marketing campaigns
 - Convinced customers to buy the product being promoted
 - Helped small kids with interesting activities
- Sep 2017- March 2018** **AMCA Auditing and Business Advisors**
Auditor
- Responsible for examine and analyze the accounting records to understand the financial status of establishment.
 - Preparing financial reports on establishment and operating procedures.
 - Review data regarding assets, liabilities, capital Stock, net worth, surplus, income, and expenditures.

CONTACT DETAILS

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PERSONAL DETAILS

Nationality: Indian
Date of Birth: 13/May/1996
Driving license: Yes

LANGUAGES

English: fluent
Arabic: Beginner

COMPUTER SKILLS

Software: MS Office (word, excel, PowerPoint), Tally, Zoho Books