

Tehseen Fatima Shaikh

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PROFILE

A graduate with wide range of experience in Excise. Able to work on own initiative and as a part of a team. Dedicated to work hard for achieving the goals of the organization.

EDUCATION

- Passed S.S.C from Maharashtra State Board in March 2002 (52%)
- Passed H.S.C from Maharashtra State Board in February 2004 (66%)
- Passed B.Com from Mumbai University in March 2007 (64%)
- Diploma in Human Resource Management from Welinkar Institute 2009 (63%)
- Post Graduation in Finance Management from Mumbai University (55%)
- Knowledge of Windows XP, MS-Office, Internet, Tally, ERP SYSTEM.

WORK EXPERIENCE

2007- 2009.

SIRAJ ASSOCIATES (C.A Firm)

ACCOUNTS ASSISTANT CUM ADMINISTRATOR

Worked as an Account Assistant cum Admin in Siraj Associates

From Jan 07 to Dec 09.

- Filing of Income Tax return for all salary class and business firms.
- Doing Finalization & Auditing of accounts with C.A.
- Filing of Vat returns & TDS on online basis & Manual Basis.
- Filling Challan and IT returns and preparing audit reports etc.
- Data Entry works in Tally.
- Preparing MIS reports as per client's requirement.
- Reconciliation of Bank.
- Handling Petty Cash.
- Follow up with Clients for Tax payment.
- Preparation of Agreements and letters as per the client's requirement.
- Handling all office expenses like stationery & Printer expenses & Monthly Electricity & Telephone Bill Payment.
- Preparing Vouchers for staff Salary and other expenses.

JAN 2010 TO DEC 2010

Strategic Designs (Event Management Firm)

ACCOUNTS EXECUTIVE CUM ADMINISTRATOR

Worked as Accounts & Administrative Executive

- Responsible for maintaining Attendance of Staff
- Preparation of Salary Statement for Staff.
- Co coordinating with C.A for IT returns, Vat Returns, Finalization & Audit of accounts.
- Handling Dually Payments of TDS and follow up with clients for Certificates
- Issuing Appointment Letter to newly recruited employee
- Preparation of MIS Report
- Data Entry in Tally.
- Making Sales Bill and follow up with clients.
- Looking after Annual Maintenance Contracts Of Office Equipments.
- Handling vendors.
- Handling Petty Cash Expenses.
- Responding to mails and telephone Calls.
- Bank Reconciliation.
- Preparing Vouchers and handling all office expenses.
- Making payments of vendors and doing proper filing of the vouchers and invoices of all expenses and other documents.
- Co coordinating with bank for all transaction on day to day basis.
- Taking care of event related materials.

JAN 2011 TO JUL 2018

GOLDEN CARGO MOVERS (Transportation Firm)

SR. ACCOUNTANT

- Handling day to day Transaction.
- Preparing MIS reports
- Payment follow-ups.
- Preparing vouchers.
- Handling all office Expenses like Electricity Bill, Telephone Bill, and Printing & Stationery Expenses.
- Handling Proper filing of all business related documents.
- Co coordinating with C.A for timely IT returns filing & Finalization Audit work.
- Preparing Salary for All Staff, Drivers, Cleaners & Loaders.
- Co coordinating with Bank.
- Making payments of all expenses at its appropriate time without any delay.
- Handling all loans and monthly MIS Transaction and reporting it to the higher authority.

- Handling Vendors.
- Bank Reconciliation.
- TDS Payment and Collection Work
- Monthly GST Return Filing
- E Payment of GST Tax
- Other Miscellaneous Activities.

JUL 2020 till Date

METEOR FILMS PVT. LTD

ACCOUNTS EXECUTIVE

- Handling day to day Transaction
- Handling all office Expenses like Electricity Bill, Telephone Bill, and Printing & Stationery Expenses.
- Handling Proper filing of all business related documents.
- Co coordinating with C.A for timely IT returns filing & Finalization Audit work.
- Preparing Salary for All Staff, Drivers, Cleaners & Loaders
- Making payments of all expenses at its appropriate time without any delay
- Bank Reconciliation.
- TDS Payment and Collection Work
- Monthly GST Return Filing
- E Payment of GST Tax
- Other Miscellaneous Activities.

LANGUAGES

- English, Hindi, Urdu (Read, Write & Speak)

HOBBIES

- Listening Music, Watching Cricket, Movies etc.

PERSONAL DETAILS

- DATE OF BIRTH : 21st JULY, 1987.
- MARITAL STATUS: MARRIED.
- NATIONALITY : INDIAN.

Place:-

Date:-

Tehseen Shaikh