



RESUME

NAME : AZIM MUSA SHAIKH

ADDRESS : ROOM NO : 403, A – WING, SAI DHAM,

TALOJA PAMCHANAND, TALOJA, NAVI MUMBAI – 410208

MAHARASHTRA

DATE OF BIRTH : 1ST AUG 1990

CONTACT : +91 7045-664-742

EMAIL : azimmusashaikh30@gmail.com

EDUCATION QUALIFICATION :

<u>DEGREE/ HIGH SCHOOL</u>	<u>BOARD / INSTITUTE</u>	<u>MONTH & YEAR</u>	<u>PERCENTAGE WITH MARKS</u>
SENIOR SECONDARY CERTIFICATE (S.S.C)	KERALA STATE BOARD (GOVERNMENT OF KERALA)	MARCH 2006	520/760 & 68.42%
HIGHER SECONDARY CERTIFICATE (H.S.C)	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER EDUCATION, PUNE	FEBRAURY 2008	432/ 600 & 72%
FIRST YEAR BACHELOR OF COMMERCE (F.Y.B.COM)	UNIVERSITY OF MUMBAI (SMT. CHANDIBAI HIMATMAL MANSUKHANI	APRIL 2009	380 / 700 & 54.28%

	COLLEGE, ULHASNAGAR – 421003)		
2ND YEAR BACHELOR OF COMMERCE (SYBCOM)	UNIVERSITY OF MUMBAI (SMT. CHANDIBAI HIMATMAL MANSUKHANI COLLEGE, ULHASNAGAR – 421003)	APRIL 2010	306 / 600 & 51%
3RD YEAR BACHELOR OF COMMERCE (TYBCOM)	UNIVERSITY OF MUMBAI (SMT. CHANDIBAI HIMATMAL MANSUKHANI COLLEGE, ULHASNAGAR	MARCH 2011	77%
<u>COMMON</u> <u>PROFICIENCY</u> <u>TEST (C.P.T)</u>	INSTITUTE OF CHARTERED ACCOUNTANT OF INDIA	14 TH DECEMBER 2008	<u>101/200</u> & <u>50.5%</u>

<u>FINANCIAL ACCOUNTING (MSA-CIT)</u>	MAHARASHTRA KNOWLEDGE CORPORATION LTD	AUGUST 2008	89%
<u>TRADE TEST CERTIFICATE (ACCOUNTANT)</u>	AGNEL INDUSTRIAL TRAINING INSTITUTE	22 ND MAY 2019	73%

WORK EXPERIENCE :

<u>INDUSTRY / COMPANY</u>	<u>MONTH & YEAR</u>	<u>WORK PERIOD / TIME</u>	<u>POSITION/ DESIGNATION / JOB ROLE</u>
<u>GREENLINE TRADING CO.</u>	JUNE 2011 – FEB 2013	21 MONTHS	ACCOUNTANT / INTERNAL AUDITOR / STAFF MAINTAINING

<u>ALTISOURCE</u> <u>BUSINESS</u> <u>SOLUTIONS PVT</u> <u>LTD.</u>	FEB 2013 – AUG 2013	6 MONTHS	VALUATION, SPECIALIST
<u>H2O CONSULTANT</u>	SEPT 2013 – AUG 2014	1 YEAR	ACCOUNTANT
<u>WNS GLOBAL</u> <u>SERVICES PVT</u> <u>LTD</u>	FEB 2015 – NOV 2016	21 MONTHS	SENIOR ASSOCIATE OPERATIONS
<u>WIPRO PVT LTD</u>	JAN 2018 – AUG 2019	20 MONTHS	ACCOUNTANT/ ACCOUNT MANAGER

JOB ROLE :-

1) GREENLINE TRADING CO. :-

IT Is an Trading Company Mainly Deals In SpicesWhich
Has Been Operating From Kerala.

My Designation Is Accountant, Internal Auditing & Staff
Maintaining.

Auditing From Drafting The Report, Review The Draft With
Management To Ensure The Accuracy Of Findings,
Issuance & Distribution Of The Final Report.

My Work Is To Update The Day To Day Transaction

Which Has Been Carried Out From Kerala.

I Working With This Company Since JUNE 2011.

2) ALTISOURCE BUSINESS SOLUTIONS PVT LTD:-

It Was An International Business Solutions known

As Altisource Business Solutions Private Limited .

It's An Mortgage Industries As A Part Of An OCWEN

Financial Services Situated In United States.

I Used To Conduct The Clients Interaction through

The Details Of Their Estate & Properties For Mortgaging

& Merging With Other Properties/loans.

If He/She Is Willing To Sell Their Properties.

My Designation Is Valuation Specialist.

I Guide Them With Necessary Details For Their

Convenience As Per Their Needs.

3) H2O CONSULTANT :-

It's A Real Estate Consultant Which Deals On Rent / Sales/

Buying The Properties Of The Clients Or Owners.

My Job Is To Conduct The Call To The Customer For Asking About The Availability Of Properties On Rent, Sales & Purchases.

If The Clients/Customer Agrees With The Dealings.We Provide The Details According With The Proprietors Guidance.

My Designation is Accountant.

I Worked Since September 2013 - August 2014.

4) WNS GLOBAL SERVICES :-

My Profile With WNS Global Services For Account Manager With Flipkart For Conducting Calls For Online Business With Clients.

My Designation Is Account Manager Since Febraury 2015 - January 2017.

Answer Client Queries & Identify New Business

Opportunities Among Existing Customers. Managing & Overseeing The Daily Operations Of The Accounting Department.

Monitoring & Analyzing Accounting Data & Produce Financial Reports Or Statements. Establishing & Enforcing Proper Accounting Methods, Policies & Principles.

5) WIPRO PVT LTD :-

Its An IT Software & Consutling Service Company Known As Wipro Pvt Ltd.

My Designation Is Accountant / Account Manager.

I Used To Maintain Company Accounts & Transaction on Yearly Basis.

It Involves Account Payable, Account Receivable & Balance Sheet For The Financial Year 2018 – 2019.

My Work Related To Company Overall Net Profit Per Annum With Related To Expense Incurred For The Financial Year 2018 – 2019.

LANGUAGES :-

<u>LANGUAGES</u>	<u>FLUENT</u>	<u>MODERATE</u>	<u>BASIC</u>
English	Read ,Write ,Speak		
Hindi	Read,Write, Speak		
Arabic		Read, Write, Speak	
Malayalam	Read, Write, Speak		
Marathi	Read, Write, Speak		

FAMILY MEMBERS :-

MUSA SHAIKH	BUSINESS	55 YEARS
RESHMA SHAIKH	TEACHER	50 YEARS
ASIF SHAIKH	BROTHER	28 YEARS

I HEREBY UNDERSIGNED THAT ABOVE DETAILS
ABOUT ME FULLY RESPONSIBILITY & BORNE BY ME.

YOUR'S

FAITHFULLY,

AZIM MUSA SHAIKH