

AbdulAziz Abdul Rashid Shaikh

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Professional Summary

Proactive, energetic and highly skilled Finance Professional with 6 plus year's industry experience. Proficient in Accounting Operations, Inventory Management, Billing Management, Payroll Process and Vendor Management. Adept in Bank Reconciliation, VAT Filing, GST and Office Administration. Proven history of successful execution in complex and multi-faceted environments. Outgoing and resourceful with strong work ethics. Looking forward to leverage my strong financial acumen, analytical and prioritization skills to exceed organizational goals.

Skills and Core Competencies

Leadership.	Analytical Skills.	Inventory Management.
Time Management.	Interpersonal Skills.	Billing Management.
Communication.	Integrity.	Vendor Management.
Team Work.	Adaptability.	Goods and Service Tax.
Critical Thinking.	Decisiveness.	Office Administration.
Multi-Tasking.	Organized.	Bank Reconciliation.
Payroll Process.	VAT Filing.	Accounts Payable/Receivable.

Professional Experience

Al Murjan Metal Fabrications & IND L.L.C, Al Sajja, Sharjah – UAE

May 2019 – Jan 2021

Accountant & Admin

- Prepared Bank reconciliation ensuring effective financial management of the organization.
- Facilitated accurate record of received and overdue payments from the clients.
- Created invoices as per the company format inclusive of VAT.
- Operated with Tally ERP 9 and efficiently maintained the accounting records of company.
- Executed computation of VAT payable for the organization and undertook filing VAT return.
- Prepared and updated quotations, purchase of materials, stock record etc.
- Ensured timely updation of employee attendance and reimbursements.
- Succeeded in preparing salary statements of employees and secured offer letters for new hires.

I A Construction Co - Mumbai – India

Aug 2017 – Feb, 2019

Senior Accounts and Administration Executive

- Updated Bank Reconciliation in Advance Tally9 ERP and prepared cheques for company expenses.
- Developed and documented accounting policies to strengthen internal controls.
- Undertook verifying, allocating, posting and reconciling accounts payable and receivable.
- Prepared error-free accounting reports and presented the results to senior leadership.
- Created quotations, measurement sheet and completion certificate for clients.

- Collaborated with senior accountants towards calculation of GST payment.

Juveriya Interior Decorator, Mumbai, India -

Nov 2015 – Nov 2016

Accounts Executive

- Regulated Budgeting, Reporting and Cash flow of the organization.
- Oversaw actual expenditure analysis for annual budgeting and prepared the actual Vs Budget on a monthly basis.
- Accomplished setup of system generated Management reports (P&L, P&L trend, BS, BS trend).
- Conducted day-to-day transactional processing and reporting on taxation.
- Enabled accounting and clerical support to ensure financial transactions are in compliance of VAT regulations.

Elatus Services, Mumbai, India -

May 2014 – Mar 2015

Accountant

- Prepared asset, liability and capital account entries by compiling and analyzing account information.
- Maintained accounting controls by preparing and recommending policies and procedures.
- Coordinated with debtors and ensured that payments are received before due date.
- Created financial reports by collecting, analyzing, and summarizing account information and trends.
- Facilitated with Chartered Accountant while calculating Service Tax and TDS payments.
- Ensured strict compliance with central and state financial legal requirements by studying existing and new legislation and advised management on needed actions.

Education

- Masters of Commerce – Accounting & Finance – University of Mumbai **2014 - 2015**
- Bachelor of Commerce – University of Mumbai **2012 - 2013**

Certifications

- Diploma course in Advance Tally erp9.
- Diploma course in Accounts & Taxation.

Languages

- English.
- Hindi.
- Urdu.