

Gelani A



OBJECTIVE:

To Contribute and be a key in driving the organization's objectives with my diverse skills, ability and vast experience.

EXPERIENCE:

June – 2018 to till Date

Al Numir Telecom (A Chain of Shops with Du and Etisalat Telecom Authorized Dealer for Sim Card Sales across the UAE)

Accountant

- ◆ Handling of Daily Cash and Credit Sales and Purchases.
- ◆ Preparing Daily, Weekly and Monthly Reports of Sales Team of 18 for Target Achievements.
- ◆ Submitting VAT Returns and filing of the documents for the return.
- ◆ Taking care of the Main Office activities:
Sales & Purchases, Inflow & Outflow of funds, Turnover,
Profit & Loss of Business and Bank Reconciliation etc.,
- ◆ Preparation of monthly salary statement, Commission bonus etc.,
- ◆ General accounting and day-to-day book keeping process.
- ◆ Inventory control over the present stock in yard.
- ◆ Follow up with clients on the collection of due and overdue invoice cases.
- ◆ Travel across the UAE for the distribution of sim cards stock from head office warehouse to the branches and in search of new locations for Mobile shops and Du & Etisalat Sim Card Sales Kiosk with following up of existing Du & Etisalat Sim Card Sales Kiosk for their respective targets given by Du & Etisalat Telecom.

2004 to May – 2018

Aspen Steel ReRolling Mills (Manufacturers of TMT Bars) Belur Industrial Area, Dharwad – Karnataka – India

Accountant

- ◆ Looking after the Purchase, Sales, Stock and Inventory.
- ◆ Taking care of Production unit.
- ◆ Analyzing the market requirements and quality of the product.
- ◆ Achieving the Sales target within the stipulated time.
- ◆ Maintaining the re-order level of the raw material.
- ◆ Tracking the dispatch details of finished goods.
- ◆ Taking care of the Main Office activities:
Sales & Purchases, Inflow & Outflow of funds, Turnover,
Profit & Loss of Business and Manufacturing Account etc.,
- ◆ Taking care of all Govt. departments activities: VAT, GST, Central Excise, Sales Tax, Income Tax, Labor, Pollution, EB etc.,

8th July -1998 to July-2004

**Little Hut Restaurant (A Chain of Restaurants)
Dubai, Sharjah – U.A.E.**

Manager/Accounts

- ♦ Looking after the Purchases, Sales, Stock and Inventory.
- ♦ Maintaining the Books of Accounts.
- ♦ Taking care of daily Bank transactions.
- ♦ Making salary statements and distributing to the staff & labors.
- ♦ Looking after the Restaurant Management.
- ♦ Taking care of the Customers for their outdoor parties & caterings.
- ♦ Taking care about the quality of food to achieve the high level of satisfaction.
- ♦ Creating the healthy working environment among the staff.

EDUCATION:

- ♦ HR.SEC, (B.COM,)

COMPUTERS:

- ♦ Accounting Software—Tally-ERP (English), FOCUS Reach
- ♦ DTP (Diploma in Desk Top Publishing) PageMaker, CorelDraw, Windows, M.S. Office, Word, Excel & Internet

LANGUAGE PROFICIENCY:

- ♦ English, Hindi, Tamil, Urdu, Kannada, Malayalam and Arabic.

SKILLS:

- ♦ Accuracy & Attention to Detail, Planning & Organizing, Interpersonal & Problem solving and Team Working.

PERSONAL DETAILS:

- ♦ Date of Birth : 14-08-1976
- ♦ Martial Status : Married
- ♦ Religion : Muslim
- ♦ Nationality : Indian
- ♦ **Driving License L.M.V : UAE Driving License No: 524044**
- ♦ **Issued at : Dubai, UAE.**
- ♦ : Indian Diving License No: 374/06
- ♦ Passport No : K0358958

Al Manak Area, Sharjah, U.A.E.



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I hereby declare that the above furnished details are true to the best of my knowledge.

Yours sincerely,

Gelani A