



## **Atique shaikh**

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### **Job Objective**

Seeking Entry-level assignments in the areas of Assistant Accountant with an organization of high repute, preferably in Product.

### **Profile Summary**

- A competent professional with an experience of over 1.4 years in the areas of Assistant Account & Sales. Possesses good communication, interpersonal, presentation, analytical and problem-solving skills.

### **Professional Experience**

#### **Sales executive Pashmina developer real estate Pvt Ltd**

<b>Location</b>	Mumbai, India
<b>Duration</b>	October 2020 to April 2021

#### **Roles & Responsibilities:**

- Helping clients in purchase, rent or sell properties.
- Facilitate negotiations between buyers and seller.
- Prepare loyalty contracts, purchase agreements, rental agreement.
- Effective use of marketing techniques.

#### **Assistant Accountant at Shaheen paper mart & sara paper industry**

<b>Location</b>	Mumbai, India
<b>Duration</b>	March 2020 to Sept 2020

#### **Roles & Responsibilities:**

- Handled all the activities related to company accounts.

- Handled the petty cash accounts.
- Involved in the data entries in the ERP system.

### **Educational Qualification**

- Diploma in Aviation, Travel and Hospitality from Frankfinn Institute.
- B Com from Mumbai University.
- Intermediate (10+2) Passed from Maharashtra Board of Intermediate.
- SSC Passed from Maharashtra Board Examination.

### **Technical Skills**

- MS Office (Word, Excel, Power Point)
- Tally ERP 9.0
- Advance Excel
- Internet & E-mail

### **Personal Profile**

Date of Birth : 26<sup>th</sup> April 1999  
Gender : Male  
Nationality : Indian  
Marital Status : Single  
Languages Known: English, Hindi, and Urdu

### **Passport Details**

Passport Number: R 4119178  
Date of Issue: 12/09/2017  
Date of Expiry: 11/09/2027  
Place of Issue: Mumbai

I hereby declare that the above information is true and correct to the best of my knowledge.

Place:

Thank You

