



Mobile No: 0589106871

Email: tajudinshaikh105@gmail.com

=====

Career Objective

Seeking a challenging and rewarding suitable position where my experience, education and potentials can be fully utilized towards the achievement of organizational goals and in turn offers me future prosperity & career advancement.

Professional Experience

Well experienced and accustomed to work in multi-cultural & demanding environment with exposure in Accounting/Cashier/Administration.

=====

Career Profile

Company: Savana Asteco Real Estate (Franchise - Asteco Real Estate)

Period: August 2017 – Oct 2019

Designation : General Accountant

Job Profile :

- Responsible for day to day/monthly finance and accounts operations.(Bank Deposits, journal entries, receipt & payment voucher entries ,petty cash)
- Monitoring inflow and outflow of banking routines.
- Handles full spectrum of financial and cost accounting role eg. Accounts Receivables, Accounts Payable, Journal entries, coordination with banks etc.
- Processing agents commissions monthly.
- Reconciling Bank and GL
- Payroll Processing
- Filing of VAT
- Reporting to Managing Director

Company: M/s. Electricals Switch Boards Manufacturing & Tradg Co. Dubai UAE

Period: January 1998 – June 2017

Designation: Accountant

Job Profile:

- Maintaining accounts and compliance of financial records according to company standards
- Handling collections.
- Preparing all kinds of documentation needed for LOC (Letter of Credit)
- Reconciling Bank Accounts and other ledgers.
- Handling accounts payable / receivables
- Handling Petty cash
- Providing regular support to management and accounting concerning data entry and back up documents
- All the necessary jobs and follow ups needed to successfully execute the work in the department.
- Direct reporting to the Finance Manager
- Assisting in finalization of yearly books of Accounts
- Coordinating with the auditors for yearly Audit.
- Reporting to Finance Manager

Company: Ms. Automobile Spare Parts Co.

Jeddah, Saudi Arabia

Period: 1995 – 1997

Designation: Store In charge

Job Descriptions:

- Responsible for updating & maintaining stocks in store.
- Updating pertinent files and maintaining documents, materials to facilitate easy retrieval
- Updating all daily transactions in the system & stock cards.
- Preparing reports about stock in stores; i.e. the moving & non-moving items, damaged stocks, needed stock & etc.
- Performing a variety of administrative work that is necessary to run and manage the operations efficiently and effectively.
- Preparing stock status report & submitting to the Manager.
- Giving feedback to the management about the daily transactions in the store.

Company: Ms. Powder Coating Manufacturing Co.

Goa - India

Period: 1992 – 1995

Designation: Accounts Assistant cum Administrative Clerk

Job Descriptions:

- Maintained files & documents and prepared monthly report for Senior Staff.
- Handling company petty cash & other accounts matter.
- Handling all accounts Receivable & payables.
- Handles all the accounts related correspondences.
- Maintaining the attendance register.
- Managed front office functions & other administrative works.
- Attending all incoming phone calls and answering queries.

Academic Profile

- B.Com (Bachelor of Commerce)
Major in Accounting
Goa University - India
March 1992
- Diploma in Computer Application Course
Goa - India

Personal Details

- Place & Date of Birth : 11th April 1970, Goa – India
- Nationality : Indian
- Marital Status : Married
- Languages Known : English, Hindi, Konkani
- Having UAE driving license

Over all Ability

- Ability to learn quickly from self study for any new business/jobs.
- Ability to work within a team and in flexible environment
- Good customer retaining ability for the long term business
- Good attitude and aptitude