# FAIZAN SHAIKH



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## PERSONAL

Father Name    :Abdul Qadar Shaikh
Date of Birth   : 03/04/1996
Nationality     : Indian
Sex            : Male
Marital Status  : Single
Languages      : English, Hindi, Urdu
**Visa Status**    **: Employment**

A self-starter and quick learner. I am sincere, smart working and confident person with great motivation and learning abilities.

### Personal Qualifications & Skills

- Completed the graduation from Mumbai University in the field of commerce in year 2017.
- Passed H.S.C form Mumbai University in year 2014
- **Knowledge of Excel, MS Office, Excellent Computer knowledge**.
- **Knowledge of Tally ERP**
- Team Player.
- Maintain good Customer Service Representative
- Very Familiar with computer software.

• Initiator • Productive  • Diligent  • Methodical  • Achiever  • Motivated

## ROLE, RESPONSIBILTY AND WORK EXPERIENCE

***Accountant** at "DANISH TRANSPORT L.L.C" **(Dubai)** from **28th March 2021 till date***

- *Accounting starting from Quotation, Sales Invoice, Receipt, Payment Follow-ups.*
- *Petty Cash & amp, Bank Transaction reconciliation,*
- *Preparing VAT file after every three months.*
- *Copy, Scan & Store Documents.*
- *Preparing Invoices of Vehicle every month, which has been given to other company on rental basis.*
- *Look out for fine payment transactions of vehicle in Dubai Road & transport authority portal.*
- *Renewing Mulkia of Vehicles.*
- *Renewing Insurance policies of all Vehicles.*
- *Preparing the renewal transaction payment sheet every end of the month.*
- *Preparing the Vehicle maintenance expenses report on monthly basis.*
- *Preparing & Maintaining the Account receivable report every day.*
- *Prepare weekly & monthly sales report for the management.*
- *Preparing the statement of Account of each Vehicle.*
- *Maintaining Journal entries of each vehicle on daily basis.*
- *Preparing the installment sheet of Vehicle which has been taken on loan from bank.*

- *Generating the Salik report of every vehicle on monthly basis from Dubai Road & transport authority portal.*
- *Generating the Fine payment report of each vehicle on daily basis at the end of the day*
- *Looking out for employee salary every month.*
- *Prepare salary sheet of each employees every month for processing the employee's salary.*
- *Analysis the salary sheet & WPS the Employee Salaries.*
- *Looking out for the queries related to salary.*
- *Ensuring that the salary have been deposited to the employees account by crossing checking.*
- *Applying for salary card of new employee.*
- *Updating the salary sheet according to the MOHRE **(Labour portal)** every month for smooth run*

### WORK AS A VISA TYPIEST ALSO:

- *Typing of Employment visa of new employee.*
- *Track all visa expiry dates and sends renewal instructions.*
- *Typing of Visit visa / Providing 1 month & 3 month of visit visa.*
- *Check the status of applications and update the team as required.*
- *Clearly communicate to guests about visa requirements.*
- *Maintains an electronic log and database of processed visas*
- *Documents filing and tracking.*

## HOME COUNTRY EXPERIENCE

### *Process Associate* in ' INFINX SERVICE PVT.LTD **(1 Years) - India**

- *Reply to Attorney's on Mail.*
- *Provide Diagnostic Report of patients such as (X-ray, Ultra Sound, Mammogram) to Attorney's onMail. As Per Their Needs & Requirement on Time.*
- *Prepare Bills of Patient's as per there Diagnostic test.*
- *Generate Bills of Patient's Through EBC Software as per the Needs & Requirement of Attorney's.*
- *Do Labelling of Patient's Study in software as per their Diagnostic Study.*

### *MIS Executive* in 'SHAREKHAN LTD' in Account Opening Department. **(3 Years) - India**

- *Work in CIS Software of SHAREKHAN.*
- *Communicate with branch person regarding quires through Mail's & Call's.*
- *Follow up with the branch's regarding quires on call's on daily basis.*
- *Prepare Daily MIS report in Excel.*

- *Analyses the daily console data.*
- *Mail MIS report to Manager and concern person.*
- *Communicate on daily updating of MIS REPORT with Manager, Assistant Manager & Team Leader.*

### *Data Entry Operator* *in KARVY DATA MANAGEMENT PVT.LTD* **(1 Years) - India**

- *Entering the Details of postpaid Customer's in Software.*
- *Analyses the Details which has been enter.*
- *Attend the call of postpaid customers.*
- *Communicate with the customer's and solve their quires.*
- *Guide the customer's regarding the postpaid plan*

**Date :** / / 20….....

**Place :** Dubai                                                                                    **(Faizan Shaikh)**