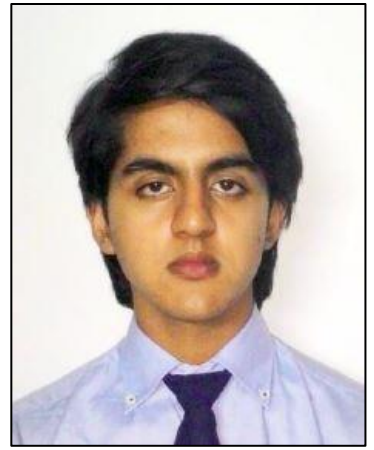


Umer Shakeel

Al Nahda, Sharjah H: 06 5254-411 | C: 056-938-3676 | umer.ahmed29@yahoo.com



Objective

An Experienced and Hardworking individual seeking a challenging opportunity in the field of Accounting and Administration that will enhance my skills and develop my knowledge. I would love to get a job that offers growth and opportunity. Thus, I look forward to utilizing my skills and ability in a challenging and creative environment and thereby effectively contribute towards the goals of the organization.

Summary

Versatile Accounting and Administration Executive with 3+ year experience in Hospitality and Tourism who thrives in a dynamic, challenging, and fast-paced professional environment.

Experience

Accountant and Administration Executive
AL MARJAN TOURISM LLC – Dubai

Jan 2017 to Current

- Analyze financial information and prepare balance sheets.
- Posting and processing journal entries to ensure all business transactions are recorded
- Efficient use of Tally ERP software for the accounting purpose
- Resolve account payable and receivable issues or queries.
- Assisting in preparing and submission of VAT
- Generating Invoices and Receipts to Customers and Follow up for Payment
- Responsible for producing monthly, quarterly, and annual reports
- Reconcile Accounts Receivable and Accounts Payables.
- Reconciles general and subsidiary bank accounts by gathering and balancing information.
- Key Accounts Representative handling local as well as international clients
- Preparing FIT and Group quotations for the travel groups
- Maintaining all online portals and government portals.
- Daily tour coordination between concerned departments.
- Customer service and Feedback Management.

Central Merchandiser
Dar Al Amani Trading LLC - Dubai

Aug 2016 to Jan 2017

- Analyzing past sales figures/trends to anticipate future product needs, using quick book software.
- Relaying the merchandising plan to the buyer.
- Monitoring stock movement, consider markdowns, inter-branch transfers, promotions or clear outlets etc. using MS Excel.
- Reports making including Department Wise, Weekly reports, and monthly reports.
- Determine Stock flow to the stores and Inventory Turnover Ratio.

Event Organizer
Blockchain & Distributed Ledger Technology in Financial Services

9th & 10th Jul 2018

Event Organizer
Global Blockchain Conference

7th & 8th May 2018

Event Organizer
Big Data Analytics for Financial Services

19th & 20th March 2018

Skills

- Administration experience
- **Valid Driving License**
- Decision Making
- Report generation
- Efficient use of Tally ERP
- Financial Reporting
- Microsoft Office
- Corporate Communications
- Time Management
- Negotiation
- Inventory Control
- Flexible
- Dedicated

Awards

- Awarded for achieving highest grades in marketing in 12th with 93%
- Runner up for accounts in grade 12th with 92%

Education and Training

High School Diploma, Accounts, Marketing & Human Resource Our Own High School - Al Warqaa, Dubai, United Arab Emirates	2013
Bachelor of Commerce (Hons), Marketing and SCM Alliance University - Bangalore, Karnataka, India	2016

Personal Competence

- Excellent communication and Interpersonal skills.
- Quick adaption to new Environment.
- Ambitious, Quick Learner, Hardworking & Result Oriented.
- Passionate about work.

Technical Skills

- Operating System - MS Windows, MAC OS
- Application Software - MS Office
- Accounting & ERP - Tally ERP, Quick books, Prompt9

Interests

- Reading Novels
- Watching UFC
- Crypto-currency Trading

Personal Information

Father Name	:	Shakeel Ahmed
Date of Birth	:	29 th July 1995
Marital Status	:	Single
Nationality	:	Indian
Visa Status	:	Employment Visa (Under Cancellation)