

MOHAMMAD.AKIL SHAKIL SHAIKH

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Major Strengths

- *Right attitude and approach towards work. Ability to adapt to almost any given function, considering my experience.*
- *Punctuality and ability to perform with precision and confidence under pressure.*
- *Excellent team skills and a good track record of success with challenging assignments.*
- *Good knowledge of MS office.*

1) Aluminum Cans Pvt. Ltd. Khandala Satara Highway

Company Profile: *Aluminum can manufacture.*

Period : *June 2016 to July 2017*

Designation : *Accounts Assistance*

Job Profile : *I have experience in following areas.*

- 1) Handling sales department preparing invoice.*
- 2) Preparing Export Documentation and Excise Work.*
- 3) Day to day Accounting activities.(Cash Book, Bank Book, Party ledger)*
- 4) Creditors, Debtors Reconciliation.*

2) Regal Tiles & Cement

Company Profile: *Supply to all building material
(Tiles, Sanitary ware, CP Fitting, Pipes, Hardware Material, Etc.)*

Period : *From July 2017 to 31 July 2018*

Designation : *Accountant*

Job Profile: *I have experience in following areas.*

- 1) Handling Sales Department preparing Invoice.*
- 2) Day to day Accounting activities. (Cash Book, Bank Book, Party ledger)*
- 3) Creditors, Debtors Reconciliation.*
- 4) Payment follow-up from all parties.*

3) S.K. ENTERPRISES

Company Profile: Distributor of VIP, Sky bags, Aristocrat, Carlton Luggage & Bags, Etc.

Designation : Accountant
Period : 1st August 2018 to 30th September 2019.

Job Profile: *I have experience in following areas.*

- 1) Handling sales department preparing Invoice.*
- 2) Preparing GST Data.*
- 3) Day to day Accounting activities. (Cash Book, Bank Book, Party ledger)*
- 4) Should be able to handle end to end Accounts Payable, Accounting and managing vendor/supplier relations.*
- 5) Stock Maintain & Store Keeper.*

4) THAMAR FRESH INDIA PVT LTD.

Company Profile: WHOLESELLER OF FRUITS, Importer and Exporter.

Designation : Accountant Executive
Period : 1st October 2019 to 5th December 2022.

Job Profile: *I have experience in following areas.*

- 1) Handling Purchase and Sales.*
- 2) Day to day Accounting activities. (Cash Book, Bank Book, Party ledger)*
- 3) Should be able to handle end to end Accounts Payable, Accounting and managing vendor/supplier relations.*
- 4) Stock Maintain*
- 5) Ensure Timely calculation with returns GST, TDS and ITR file.*
- 6) Ensure Online statutory payments - Advance Tax, TDS payment, Service tax.*
- 7) Leading the accounting Team in the organization.*
- 8) Provide necessary support to team member for accounting data entry and corresponding documentation.*

- 9) Providing necessary support to team members to ensure the monthly closing of accounts is done in all respect.*
- 10) Ensuring that the team members provide timely data for compliance and ensure the timely and correct compliances are done for all companies.*
- 11) Ensuring that all legal compliances are completed fully and within time by coordinating with tax teams.*
- 12) Responsible for yearly closing of accounts and completion of audit.*
- 13) Preparing weekly cash flow and following cash flow regulations.*
- 14) Handling banking activity of all companies to ensure the best finance options are made available to all companies.*
- 15) Responsible for preparing costing systems for company, Special manufacturing company.*

5) SPORTS GROUPS SPORTS EQUIPMENT.

Company Profile: GCC Distributer of Atlantis Gym Equipment.

Designation : Accounts & Logistics
Period : 19th December 2022 to Still working.

Job Profile: I have experience in following areas.

- 1) Day to day Accounting activities. (Cash Book, Party ledger)*
- 2) Should be able to handle end to end Accounts Payable.*
- 3) Stock Maintain.*
- 4) Preparing quotation.*
- 5) Contact with Supplier and Shipping Company (Freight, Custom & Clearance).*
- 6) Leading the accounting Team in the organization.*
- 7) Provide necessary support to team member for accounting data entry and corresponding documentation.*
- 8) Providing necessary support to team members to ensure the monthly closing of accounts is done in all respect.*

Education and certification:

- *H.S.C: From Rajendra Junior college Khandala (Kolhapur Board)*
- *B.COM From C.K.T COLLEGE NEW PANVEL (Mumbai University)*
- *MBA (FINANCE) D.Y.PATIL. UNIVERSITY (PIMPRI PUNE)*

Computer Knowledge:

- *MS-OFFICE (Excel, Word, PowerPoint, Internet)*
- *Good Knowledge of Tally ERP.9, Busy Accounting Software.*
- *ITR Return.*

Hobbies:

Swimming & Technical Work.

Personal Information:

Date of Birth : 24th March. 1995
Sex & Marital Status : Male & Married
Languages Known : English, Hindi and Marathi
Nationality : Indian
Religion : Muslim

*Permanent address : At Post Dhawadwadi Tal-Khandala Dist –Satara
412802*
Local address : Farwaniya - Block 5, Kuwait

Date

Yours sincerely,

Place: Kuwait

(MD.AKIL SHAIKH)