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| Fit for resume | ShaikhAtaurRahmanAccountant Cum IT ManagerResponsible employee with excellent skills demonstrated by 9 years of Financial Account and IT skills. Passionate for accountancy and IT improvements. Versatile team player eager to contribute a strong financial accounting, IT skill and administrative background toward actively supporting the success of a progressive organization offering opportunities for growth in exchange for superior performance. |
| *Personal Information*   |  |  | | --- | --- | | ***Birth Date:*** | 06 January 1987 | | ***Gender:*** | Male | | ***Nationality:*** | Indian | | ***Visa Status:***  ***Passport No & Validity*** | Employment visa Valid on Oct 2016  valid up to June 2020. | | ***Residence Location:*** |  | |

*Key Skills*

## 10 year background in Information Technology & Accounting With experience ranging from P&L/Financial statements, management reports, general ledger, and journal entries to multi-state payroll, accounts payable/receivable, reconciliation, inventory variance allocation, and job costing.

## Technically sophisticated information technology professional with demonstrated success in computer system/ network administrator, field engineer. Proven expertise and strong ability to increase, maximize productivity, and introduce system efficiency.

* *Dynamic organization, Project planning, Time management. And multi-tasking abilities*
* *Working experience in office environment*
* *Skilled in Microsoft Office and Operating System and various Accounting Software Tally, Focus Etc.*
* *Fast-learning and dedicated.*
* *Work with minimal supervision.*
* *Facilitating team Work.*

*Employment History*

***Current Status****: June 2014 to till date*

***Company Industry:*** *(Bur-Dubai)*

***Designation****: Accountant & RMA Officer*

In Scantrans we are dealing all type networking equipment’s in whole Middle East and other country.

#### *As an Accountant my Tasks are.*

Manage the daily accounting. Handle full set of accounts & ledger. Monitor cash flow, bank reconciliation and receivable control Prepare annual budget & handle annual audit Familiar with operation documentation, stocks, demurrage/dispatch, taxes, construction project accounting & finance. Prepare monthly financial reports on time i.e. Balance sheet/P&L/Cash Flow/Fixed Asset, Accounts Receivable, Accounts Payable, Aging Report. Prepare budget monthly variance report, Month-end, quarter-end and year-end closing. Manage Fixed Assets.

* Managing a company’s financial accounting, monitoring and reporting systems;  
  Developing external relationships with Bankers, auditors, Suppliers and landlords for property rentals
* Efficiency managed payable and receivables including reconciliation, payroll and general ledger functions.
* Posted, reconciled and allocated inventory variance to general ledger for branch office.
* Steered reconciliation of bank and credit card accounts.

#### *As a Return Material Authorization (RMA) Officer my Tasks are*

* As a RMA officer my tasked with organizing returns and keeping accurate, detailed records Look over return data and make sure that they are accurate; this data may be presented to other parties within the company to help improve product efficiency and sales techniques.
* Code repair and replacement requests and forward when other departments must fulfil.
* Enter data, analyze data, and identify trends in repair and replacement requests.
* Process, categorize, and answer customer emails and telephone calls, providing high quality service.

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| ***March 2010-May2014*** | *Jupiter Software & Systems Private Limited(Jamshedpur)* |
|  | *(IBM Certified Business Partner in Infrastructure Development)* |

**Designation**: ***Accountant and IT Admin***

**Following activities are being carried out by me:-**

Providing scheduled support to the Accounts Manager in accordance with policies and procedures of the organization.  Maintain accurate and up-to-date accounts payable and receivable sub-ledgers and monthly account reconciliations utilizing specific computer accounting software.

#### *As an Accountant my Tasks are.*

* Preparing daily accounting. Handle full set of accounts & ledger.
* Monitor cash flow, bank reconciliation and receivable control
* Prepare annual budget & handle annual audit
* Familiar with operation documentation, stocks, demurrage/dispatch, taxes, construction project accounting & finance. Prepare monthly financial reports on time i.e. Balance sheet/P&L/Cash Flow/Fixed Asset, Accounts Receivable, Accounts Payable, Aging Report.
* Prepare budget monthly variance report, Month-end, quarter-end and year-end closing. Manage Fixed Assets.

#### *As an IT Admin my Tasks are.*

* Promoted as a Sr. IT Support Engineer in August 2012 for outstanding performance for client support.
* New Product Selection, Testing, Implementing and Making it Success.
* **Network Planning/Implementing/Administration/Monitoring/New Initiatives/Management**
* Domain Controller Administration on Microsoft Windows Server 2008/10.
* Managing and Making Records of all Infrastructure and activities performed.
* Using many Support Tools for chat, VOIP, used in providing Remote Support to Clients throughout World. Installation\Configuring\Maintaining IT Network Infrastructure Monitoring Software
* Attending regular strategy calls with the client & operations to discuss performance statistics & providing suggestions for efficient program & business management.
* Monitoring &analysing call volumes & profiles per client to highlight & action any required changes to the staffing schedules
* Monitoring training & development for team members on current & new programs.
* Monitoring the overall functioning of processes, identifying improvement areas & implementing adequate measures to maximize client & customer satisfaction levels.

***January 2007-March 2010: Millennium Honda / Noddy Auto Pvt. Ltd./Noddy Casting Pvt. Ltd.***

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| *(Jamshedpur)* |

***Accountant and IT Admin -Technical & Maintenance Department***

#### *As an Accountant my Tasks are.*

Manage the daily accounting. Handle full set of accounts & ledger. Monitor cash flow, bank reconciliation and receivable control Prepare annual budget & handle annual audit Familiar with operation documentation, stocks, demurrage/dispatch, taxes, construction project accounting & finance. Prepare monthly financial reports on time i.e. Balance sheet/P&L/Cash Flow/Fixed Asset, Accounts Receivable, Accounts Payable, Aging Report. Prepare budget monthly variance report, Month-end, quarter-end and year-end closing. Manage Fixed Assets.

* Compiled and prepared detailed financial statements, management reports and journal entries.
* Developed and produced excel spread sheets for P&L, balance sheet, income summary, and trial balance.
* Productivity managed multi-state payroll processing.
* Significant improved accounts payable/receivable operations by developing and implementing proactive workflow procedures.

#### *As an IT Admin my Tasks are.*

* Managing Overall IT Infrastructure support and administrative solutions for Millennium Honda/ Noddy Auto Private Limited / Noddy Casting Private Limited / Hardrock Fabrication Private Limited as per the company requirements.
* Manage the network having more than 100+ users and more than 7 high availability servers.
* Managing overall administration of LAN involving design of network layouts, configuration & maintenance of application servers.
* Providing technical support, diagnose hardware and software problems, and replace defective components computer networks and related computing environments, including computer hardware, systems software, applications software, network and all configurations.
* Designing backup strategy & ensuring scheduled / unscheduled backups as per the backup plan.
* Responsible for supports servers working as a server Administrator, Job responsibility includes Administration of Windows 2003/08/08 R2 server, clients and SQL SERVER 2005/2008.

*Academic Education*

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| B.sc ITIM(IT Infrastructure Management) | Kuvempu University | Rooman Technologies | 2013 |
| Intermediate | JSE Board | A.J.K.College | 2005 |
| Metricution | B.S. E. B | R.D.TATA High School | 2002 |

*Certifications & Trainings*

| **Diploma Course Name** | **Certification/Version** | **Year** | **Institute Name** |
| --- | --- | --- | --- |
| ***Microsoft Certified Systems Engineer*** | Windows Server 2003 | 2011 | MICROSOFTCERTIFICATION |
| ***Microsoft Certified Systems Admin.*** | Windows Server 2003 | 2011 | MICROSOFTCERTIFICATION |
| ***Microsoft® Certified Technology Specialist ﴾MCTS﴿*** | Microsoft Exchange Server 2k7,  Configuration | 2011 | MICROSOFTCERTIFICATION |
| ***Microsoft Certified Professional*** | MCP 2.0 Certified Professional | 2011 | MICROSOFTCERTIFICATION |
| ***RHCE, CCNA And MCSE Certification Training*** | 1 Year | 2011 | GT Computer Hardware Engineering College. |
| ***ACSE(APPIN CERTIFIED SECURITY EXPERT)*** | 6 Month | 2009 | APPIN TECHNOLOGY LAB |
| ***ADVANCE DIPLOMA IN COMPUTER HARDWARE & NETWORKING*** | 6 Month | 2008 | INDO DANISH TOOL ROOM |
| ***STG ACCOUNTING (Tally & Basic Accounting)*** | 1 Year | 2006 | Software Technology Group International Ltd. |

*DECLARATION:*

I do here by state that all the information provided in my CV are genuine and correct and I am sure, having given an opportunity to work your organization, I will apply myself certainly for the benefit of the organization and achievement of its overall objectives.

Date :

Place : Dubai ***Shaikh Ataur Rahman*.**

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| ***ShaikhAtaurRahman* – 2018166**  Whatsapp +971504753686  To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on email: [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |