### *SHAIK*

### [*SHAIK.366991@2freemail.com*](mailto:SHAIK.366991@2freemail.com)

***CAREER OBJECTIVE***

*To pursue a successful career in an organization that provides day to day challenges and in turn opportunities to grow.*

#### *EDUCATION DETAILS*

|  |  |  |
| --- | --- | --- |
| ***Qualifications*** | ***Name of the institute*** | ***Year of passing*** |
| ***BBM*** | *SDCIMS*  *Bangalore University* | *2014* |
| ***II PUC*** | *SDC PU College Kolar* | *2011* |
| ***SSLC*** | *Al-Ameen English High School Kolar* | *2009* |

### *TECHNICAL SKILLS*

***Microsoft Office,***

***Microsoft Excel,***

***C++***

***Tally.ERP9,***

***JD Edwards,***

***Aurora,***

***Pronto.***

### *Work profile*

***IBM:***

* *Designation : Accounts Executive in Payable’s*
* *Duration : From 1-AUG- 2014 to 20-MAR-2015*
* *Project : Telstra*
* ***Role:***
* *Maintaining invoices indexing to processing and handling clients,*
* *Entering invoices, solving queries from start of task to end,*
* *Solving issues online for suppliers related to payments.*

***Greet Technology (Tally Solution):***

* *Designation : Accounts process Executive*
* *Duration : From 30-MAR- 2015 to 30-SEP-2016*
* *Department : Accounts dept*
* ***Role:***
* *Maintaining Books of Accounts for the Day to Day Business Transactions in Tally ERP9 Software which effect on Trial Balance, P&L A/c, Balance Sheet, Receipts& Payments and Payroll.*
* *Manage Accounts Payable and Receivable*
* *Manage all taxation matters such as Income Tax, Service Tax, Excise, TDS, Vat etc. on regular basis.*
* *Handle reconciliation of all accounts including monthly Bank Reconciliation Statements****.***

***CAPGEMINI:***

* *Designation : Process Associate*
* *Duration : From 09-JAN- 2017 to 30-APR-2017*
* *Department : Accounts Payable’s*
* *Project : Sandvik*
* ***Role:***
* *Q2R in team payables for Australia and New Zeeland sandvik mining and constructions.*
* *Reconciling invoices and invoice statement’s of sandvik entities for payment to suppliers.*
* *Maintaining accounts in systematic manner for payment in erp software’s.*

### *PERSONAL INFORMATION*

*Date of Birth : 21/09/1994*

*Marital Status : Single*

*Religious : Islam*

*Nationality : Indian*

*Languages : English, Hindi, Kannada & Urdu.*

*Hobbies : (Swimming, Playing Football,*

*Playing carom board, Making Good Friends, Reading Islamic Books).*

***Declaration:***

*I hereby declare that the above information is correct to the best of my knowledge.*