**SHABAZ**

**General Accountant**

D.O.B.: 23-Jul-1994

Nationality: India

Location: Dubai, UAE

Email: shabaz.374649@2freemail.com

# PROFILE

Accomplished Financial Analyst and General Accountant with 2 years of experience as a Financial Analyst and General Accountant. proven success in organizing tasks, Managing Books and Financial Statements and Other Administrative Tasks.

# OBJECTIVE

Applying 2 years of Indian Financial Analyst experience combined with proven expertise in managing a high-end Financial Reports of International companies. And To associate with an innovative and vibrant organization, this allows me to put my competencies to the best use, to add value to the organization and contributes to my overall growth as an individual.

# EDUCATION

**Vivekanad Education Society**, Mumbai, Maharashtra, India

Bachelor Of Commerce, March 2015

**Ajax Managemen**t, Bangalore, Karnataka, India

Diploma in Accounts and Financial Management, April 2015

# LANGUAGES

**English –** Excellent reading, writing and speaking

**Hindi –** Excellent reading, writing and speaking

# SPECIALIZED SKILLS

* Excellent interpersonal and communication skills
* Multi-tasking abilities with proficiency in organizing and managing different tasks
* Expert knowledge of handling administration and paperwork
* Skilled in book keeping and preparing statistical and financial records
* Proficient in assigning duties and scheduling shifts
* Ability of recruiting, training and supervising staff

# PROFESSIONAL EXPERIENCE

* **Event Manager,** Freelancer (2012-2015)
* **Financial Analyst, Tata Consultancy Services. Mumbai, India(March 2015 to March 2016)**

**ROLES AND RESPONSIBILITIES:**

* Responsible for analysis and data extraction from various financial and non financial reports.
* Follow the process guidelines and adhere to SLA standards defined by Project Manager.
* Participate in the team meetings and share the innovative ideas/ suggestion.
* Monitors gap in one's own required competencies & enrolls for relevant learning to bridge gaps in competencies.
* Creates a development plan vis - a - vis ones aspiration in discussion with manager.
* Handling critical workflows and providing latest & accurate syndicated loans information.
* Understands, articulates and implements best practices related to their area of expertise.
* **Accounting General & Administrator, Duin Luxury Cars/999 Rent A Car LLC, Dubai UAE (1st April 2017 to Till date)**

**ROLES AND RESPONSIBILITIES:**

* Provides financial information to management by researching and analyzing accounting
* data; preparing reports.
* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Documents financial transactions by entering account information.
* Recommends financial actions by analyzing accounting options.
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
* Substantiates financial transactions by auditing documents.
* Maintains accounting controls by preparing and recommending policies and procedures.
* Guides accounting clerical staff by coordinating activities and answering questions.
* Reconciles financial discrepancies by collecting and analyzing account information.
* Secures financial information by completing data base backups.

# OTHER INTERESTS

Bike Riding, watching YouTube videos, Gadgets freak

**THANKS**

**SHABAZ**