CURRICULAM VITAE



Shaik

* C/o 971501685421
  + [Shaik.377788@2freemail.com](mailto:Shaik.377788@2freemail.com)

**Visa Status: Visit (Expire on 10th May 2018)**

CARRIER OBJECTIVE



To invest my skills into building a strong career path by seeking positions that utilize my technical and analytical skills that offers professional growth, while being resourceful, innovative and flexible.

PERONAL ATTRIBUTES



* Self confidence
* Update myself with new things
* Hardworking Nature.
* Adaptability to any working environment
* Good Analytical and decision making ability

WORK EXPERIENCE



* Worked as a Secretary and purchaser in The General Store Co, of Al Shaya Groups from Nov 2011 To Mar 2012.
* Worked in Al Shaya Co as an Accountant from Apr 2012 To Jul 2017.

WORK RESPONSIBILITIES



* 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

EDUCATION



* Bachelor of Commerce from Sri Venkeswara University in Andhra Pradesh in India.

TECHNICAL QUALIFICATIONS

|  |  |  |
| --- | --- | --- |
|  | **Operating System** | **:** Windows XP, Windows 7, Windows 8 & Windows 10. |
|  | **Software known** | **:** Microsoft Office, Tally ERP 9, Auto CAD |
|  | |  |
| PERSONAL PROFILE | |  |
| Name |  | : Shaik |
| Nationality | | : Indian |
| Marital Status | | : Married |
| Languages Known | | : English, Arabic, Hindi &Telugu |

I hereby declare that details provided above are true to the best of my knowledge and belief.

Yours Faithfully

SHAIK