# Objective

It is hereby learnt by me that a challenging and great opportunity from your prestigious and esteemed organization is looking for a suitable candidate to serve your organization. So I present myself to you be kind enough to give an opportunity to serve your organization in the capacity mentioned in my curriculum vitae. I can prove myself as a valuable asset to your company in all aspects.

# Personal Info

|  |  |  |
| --- | --- | --- |
| Name | : | SHAMSUDDIN  |
| Date Of Birth | : | 28/12/1978 |
| Place Of Birth | : | Mumbai |
| Sex | : | Male |
| Marital Status | : | Married |
| Nationality | : | INDIAN |
| Language Known | : | English, Urdu, Hindi, Arabic (Moderate) |
| E Mail | : | **Shamsuddin-393960@2freemail.com** |

# Passport Details

|  |
| --- |
|  |
| **English** |
| **Urdu** |
| **Punjabi** |

|  |  |  |
| --- | --- | --- |
| Place Of Issue | : | Abu Dhabi |
| Date Of Issue | : | 28/01/2015 |
| Date Of Expiry | : | 27/01/2025 |

# Academic Qualification

* **GRADUATION BCOM (Accounts & Finance) From** University Of Mumbai.
* **Professional Diploma** Software Technology & System Management **NIIT** **LTD**, Mumbai, **INDIA**.
* **Tally** **6.3** (**EES**), **Tally** **Academy**, Mumbai, **INDIA**.

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* **MS** **Office** XP, 2003, 2007 & Tally Accounting Software.
* Windows XP, Vista, Windows 7, Windows 2003.

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**Position: ACCOUNTANT GENERAL & SENIOR CASHIER, INS. COORDINATOR**

**Duration:** Since July’ 2003

**Location:** Al Ain, Abu Dhabi U.A.E

**Responsibilities:**

*One of the private leading hospitals in U.A.E. Locals & Expatriate Patient (Insured & Non Insured) are coming here for treatment.*

* *Managing Assistant team Cashiers In Absence of Chief Cashiers.*
* *Process transactions to the cash register by effectively and efficiently handling cash and credit card payments*
* *Manage daily balancing and reconciling of office accounts and handle daily bank deposits*
* *Document bank transactions by processing checks and deposits in a proactive manner*
* *Enforce credit policies to ensure that defaulters and patients with extended credits pay on time*
* *Coordinate efforts with the accounting department to ensure that payments to suppliers are timely processes*
* *Enter all payments received from suppliers, cafeteria, and pharmacy into designated databases*
* *Transfer income activities into accounting applications such as QuickBooks and ensure the integrity of entered data*
* *Record returned checks into patient accounting systems and initiate follow-up*
* *Post payments to appropriate accounts and maintain logs of daily receipts*
* *Maintain petty cash logs, receipts, and balances*
* *Coordinate activities with the accounting department to ensure the creation of daily, weekly and monthly reports*
* *Handle cash clearing and credit balancing activities along with determining and investigating unidentified accounts*
* *Assist at the front desk in handling patient admissions and provision of information to patients, families, and visitors*
* *Preparing duty schedules for team Cashiers.*
* *Taking Care of Approvals for Outpatient & Inpatients Clinics & For Surgeries.*

**Position:** **ACCOUNTANT**

**Duration:** September 2002 – May 2003

**Location:** Mumbai­­­­, India

**Responsibilities:**

*Accounts Handling Firm who takes up Responsibility of writing Books of Accounts Manually or Computerized.*

* *Worked in Tally & Fully Integrated System in Visual Basic.*
* *Updating Sales Ledger.*
* *Updating of Payments for Creditors and for other General Payments on daily basis with handling Petty Cash.*
* *Updating company’s Cash Book, Subsidiary Books and General Ledger.*
* *Handling all the Bank Transaction & Updating it in the System*
* *Bank Reconciliation Daily Basis.*

**Position:** **ACCOUNTS ASSISTANT**

**Duration:**  April 1997 – October 1997­­­­

**Location:** Mumbai, India.

**Responsibilities:**

*One of the Leading Companies in Mumbai. Dealing in Sales & Manufacture of Chemicals & Textiles Products.*

* *Worked in Fully Integrated System Developed in UNIX.*
* *Updating Payments & Printing Receipt,*
* *Updating Invoices Entries.*
* *Printing Demand Order’s**for various departments to be send to Warehouse for dispatching the Products for Customers.*
* *Printing Sales Invoice for various departments head (Sales Manager)*
* *Taking Daily Backup of the data to send it to Head Office.*
* *Updating Bank Ledger.*
* *Printing the Statement of Accounts daily to be verified by Chief Accountant.*
* *Creating New Ledger & Handling System Security.*
* *Taking Backups Daily & Restoring it.*

# Cole Strength

* Hard working creative, dedicated, well-organized and positive attitude.
* Ability to work in multi-cultural environment and under pressure
* Positive attitude, confidant, flexibility, maturity, a friendly disposition
* And importantly a genuine passion to help others and to provide quality service

# Declaration

I do hereby declare that all the above information is correct and accurate to my belief.

**(SHAMSUDDIN)**