|  |  |  |  |
| --- | --- | --- | --- |
| **Accounts Professional**  Shafique  [Shafique.9652@2freemail.com](mailto:Shafique.9652@2freemail.com) | | | shafique |
| blue_accent.bmp | **Profile Summary** | | |
| Postgraduate qualified with specialization in finance and marketing having 5+ years of work experience in accounts, finance and internal audit. Worked mainly within an accounting firm, finacial institute, trading-manufacturing oranization demonstrating expertise in effectively resolving accounting assignments, finalizing accounts, following up on accounts receivables, reconciling bank statements, auditing small enterprises and preparing MIS reports. Possess excellent analytical, problm solving, time control, report presentation, relationship building, communication and interpersonal skills. | | | |
| **Strengths** | |  | |
| * Gulf experienced Accountant | | * Diversified industry work background | |
| * Accounts finalization-financial reporting skills | | * Reconciliation-follow up expertise | |
| * Performed well under work pressure | | * Results-driven & efficient team player | |
| * Proficiency with Tally accounting software | | * Adaptable to any challenging work unit | |

|  |  |  |
| --- | --- | --- |
| blue_accent.bmp | **Educational Qualifications** | |
| **Master of Business Administration-Finance & Marketing**  The Institute of Management Sciences, Varanasi, India | | **2007** |
| **Master of Commerce-Marketing**  Banaras Hindu University, Varanasi, India | | **2003** |
| **Bachelor of Commerce**  Puravanchal University, Varanasi, India | | **2001** |

|  |  |  |
| --- | --- | --- |
| blue_accent.bmp | **Achievements** |  |
| * Achieved consistent career growth from Audit Assistant to Accountant position. * Significantly implemented internal controls on the company’s accounts. * Affiliated with Share Khan Securities for 3 months in 2006 as Summer Trainee being part of MBA curriculum during which 2 projects were completed: Competitive Analysis of the Company and Investments preferred by the people of Varanasi, India. | | |

|  |  |  |
| --- | --- | --- |
| blue_accent.bmp | **Career Progression** | |
|  | | |
| **Accountant** | | **Sept 2008 – Present** |
| East Co. LLC, Dubai, UAE  Aon is a leading global provider of risk management services, insurance and reinsurance brokerage and human capital consulting through its more than 36000 colleagues worldwide. | | |
| **Management Trainee-Accounts & Finance** | | **Jun 2007 – Aug 2008** |
| Amricon Agrovet Pvt. Ltd., India  Manufacturing and Trading Company. | |  |
| **Audit Assistant** | | **2003 – 2005** |
| RGS & Associates, India  Chartered Accountancy Firm. | |  |

|  |  |
| --- | --- |
| blue_accent.bmp | **Core Competencies** |
| * Perform all daily routine accounting tasks using computerized accounting system. * Handle books of accounts of the company and perform initial review of all transactions. * Finalize accounts of head office including its branches. * Reconcile bank accounts; carry out ageing analysis; prepare MIS reports. * Oversee all general ledgers accounts with costing efforts and its supporting documents. * Take care of accounts receivable and accounts payable follow up. * Liaise with banks, government authorities and other financial institutions independently. * Good ability to analyze financial records for forecasting the future finances and budget requirements. * Hands on experience in internal audit for sole proprietorships and joint ventures. * Knowledgeable in International Accounting Standards, laws and legal requirements. | |
|  | |
|  | |
| blue_accent.bmp | **Proven Job Role** |
| **Accountant,** Aon Middle East Co LLC   * Reporting directly to the Finance Director. * Delivering efficient support in core financial activities including AR/AP follow up, bank reconciliation, petty cash management and reports preparation. * Carrying out ageing analysis on debtors accounts and following up for payments. * Reconciling accounts of creditors (underwriters) on monthly basis. * Preparing consolidated reports of daily and monthly collection. | |
| **Management Trainee-Accounts & Finance**, Amricon Agrovet Pvt. Ltd.   * Received practical trainings in maintaining, analyzing and ensuring accuracy in all accounting transactions of the organization. * Involved actively in finalizing consolidated accounts of the company & its branches including reconciliation of bank statements and inventory. * Generated MIS reports and Chairman report; reported on the same. * Executed other related tasks as asked by the senior management. | |
| **Audit Assistant,** RGS & Associates Chartered Accountants   * Delivered efficient support in conducting internal audit for companies and maintained accounts of small enterprises such as partnerships and sole proprietorship firms. * Supported seniors in handling various finance projects such as cash Credit, Term Loans, etc. | |

|  |  |
| --- | --- |
| blue_accent.bmp | **Professional Development** |
| * Undergone workshops-seminars i.e. Knowledge Management: A Strategic Business Tool; Supply Chain Management for Competitive Edge; Merger & Acquisitions in India and KODAK Photography. * Attained Diploma in Computer Applications. * Completed certificate Course in Tally 7.2. | |

|  |  |
| --- | --- |
| blue_accent.bmp | **IT Skills** |
| Versed with Tally accounting software, MS Office Suite, Internet & Email applications | |

|  |  |
| --- | --- |
| blue_accent.bmp | **Personal Details** |

|  |  |  |
| --- | --- | --- |
| Nationality | : | Indian |
| Date of Birth | : | 03rd August 1979 |
| Marital Status | : | Married |
| Visa Status | : | Employment Visa |
| Languages | : | English, Hindi, Urdu & basic Arabic |

|  |  |
| --- | --- |
| blue_accent.bmp | **References** |
| Furnished promptly upon request | |