

# SHAIKH SAMEER

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## Professional summary

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I would like to work with an organization that provides a professional work environment and a learning culture that enables to developed skills in the relative field. It should provide a challenging and progressive environment and an increasing amount of responsibility that will stretch capabilities.

## Experience

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| <b>Accounts assistant, JAIN SALES</b> <ul style="list-style-type: none"><li>• Manage all accounting transactions</li><li>• Reconcile accounts payable and receivable</li><li>• Audit financial transactions and documents</li></ul>  | 04/2021 – 01/2023<br>Ujjain |
| <b>Accountant, RUKMARANI CARS INDORE PVT LTD</b> <ul style="list-style-type: none"><li>• Along with nexa true value etc</li><li>• Preparing and maintaining financial statements and reports.</li><li>• Maintain accurate ledgers, and cash flow reports</li><li>• Reconcile bank statements and resolve discrepancies.</li></ul>  | 02/2023 – 12/2024<br>Ujjain |
| <b>Accountant, CA ANKUR GOYAL &amp; CO (Part Time )</b> <ul style="list-style-type: none"><li>• Accounting in Visual Eye Hospital</li><li>• Accounting in I care Pharmacy</li><li>• Revision of purchases recorded at the pharmacy system</li><li>• Manage the billing process and ensure accurate and timely patient billing</li></ul>  | 02/2025 – present<br>Ujjain |
| <b>Accountant, NOORUDDIN TRADERS</b> <ul style="list-style-type: none"><li>• Along with Noor Enterprises Laadsahab Trading</li><li>• Knowledge E-Invoice Eway bill Tds Tcs Gst Basic</li><li>• Collecting payments whether in cash or credit</li><li>• Managing transactions with customers using cash registers</li><li>• Work experience as a Industry a Cashier</li><li>• Maintain Daily Purchase Sale Payment &amp; receipt</li><li>• Knowledge In Tds Tcs Gst basic</li></ul> | 02/2025 – present<br>Ujjain |

## Education

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| <b>High School</b>                      | Ujjain                      |
| <b>Higher Secondary</b>                 | Ujjain                      |
| <b>Vikram University</b>                | Ujjain, India               |
| <b>Devi Ahilya University of Indore</b> | 2023 – Now<br>Indore, India |

## **Skills**

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- Communication
- Teamwork
- Problem-solving

## **Languages**

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- English
- Hindi

## **Hobbies**

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Traveling, Video games, Bike riding

## **WORK CAPACITY**

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- Strong Will Power
- Creative, Innovative, Hardworking enthusiastic, punctual and honest
- Keeping others happy and verbal communication
- Matured enough to handle sensitive information in a professional way

## **COMPUTER PROFICIENCY**

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### COMPUTER PROFICIENCY

- Diploma in Computer Application
- Proficient with Tally Prime
- Good in MS office Specialy Excel and word