

Curriculum Vitae

Name: Aasimhusain A. Shaikh
Email: husainaasim@gmail.com
Mo.No. 9328177014

Objective

To be a Commercial Asst. Accounts Executive.

To take a challenging role on business operations as Business Analysis and give an efficient and effective solution that will help the organization to achieve the best solution in business and ultimately increase its productivity in market. Seeking a career in accounting with a company, where I can apply my Understanding, skills and knowledge to assist in the growth of the company and my personal development.

Educational Qualifications

DEGREE SPECIALIZATION	COLLEGE/ SCHOOL	UNIVERSITY/ BOARD	YEAR OF PASSING	CETAGARY
Diploma In Taxation Practice	M.N.Law College	Gujarat University	2016	SECOND CLASS
B.com	C.U.Shah City Commerce College	Gujarat University	2012	SECOND CLASS
H.S.C.	THE NEW MIDDLE HIGH SCHOOL	G.S.E.B.	2009	DISTICITON

Aggrt. (Aggregate percentage)

Present Work Experience

Company : **Eagle Eye Security & Services. Ahmedabad.**
(A unit of Eagle Eye Group Since 1983)

Job Duration : **Jan-2016 to till date**
Job Experience : **6 Years**
Job Role : **Asst. Accounts Executive**
Reference : **Mr. Dhruvil Patel (Accounts Manager)**
Mo.8460162751

Pervious Work Experience

Company : **Sabiha Consultancy**
Job Duration : **July-2013 to Dec-2015**
Job Experience : **2 Years**
Job Role : **Asst. Accounts Executive**
Reference : Mr. Ismail Mansuri (Owner)
Mo.9879026786

Accounting Skills :-

- Well versed with all the accounting concepts.
- Good interpersonal and communication skills.
- Responsible for complex interaction with clients.
- Ability to work under pressure.
- Ready to handle complexity and ambiguity.
- Able to understand any minor or major mistakes in accounts.

Responsibilities (Commercial):

- Handling the Subordinates and keep Co-Ordination with other Departmental Works.
- To stay in touch with the customers regarding outstanding payments, TDS Certificates and other query etc.
- Activites of Management like receiving orders from customer through sales, executing them as per customer's requirments and provide the material on time.
- Reviewing, compiling and financial information.
- Maintaining, controlling the expenses of the company.
- Reporting the daily , weekly and monthly fund statements.
- Preparing monthly GSTR-1 , GSTR3B and annual Return within a due date.
- Verify Credit ledger in GST Portal.
- Interacting with internal and external auditors in completing the audits.
- Completing all the activities on same day without keeping any pending works.
- Verify that all accounting related activities follow company standards.
- Presenting accounting issues and results to executive committees and upper management.
- Managing account ledger and invoice with the client.
- Handling Sales and Purchase Related activities i.e. to verify the purchased material, preparing sales invoices, executing the invoices etc.
- Also knowledge of Government Liabilities Like Bonus , Leave Encashment , Gratuity , Provident Fund and Esic.
- Looking of Daily Transactions of Cash and Bank, Maintaining manual Cash & Bank register.
- To handle all supplier, subcontractor and staff payments of each project.
- Accounts Related works like Ledger Reconciliation, Preparation of Daily Cash and Bank Statement etc.
- Checking and verifying of Expense Vouchers, bills etc.
- Prompt response by E-mail for clients query like accounting related.

Knowledge and Skills:

- Good logical and analytical skills, strong accounting skills and aptitude to work with numbers.
- Good hands on experience of Ms-Excel, and Ms-Word and Tally Prime
- Good communication and negotiation skills.
- Proactive & positive approach. Able to grasp/learn concepts and procedures quickly.
- Effective partnering skills with soft and hard clients.
- Contribute the best for achieving team and organizational goals.

Hobbies/Interests

Travelling and Writing.

Personnel Details

Date of Birth	:	05th Jan, 1992
Family Members	:	Father, Mother, Two Elder Brother, My Wife, My Son
Father's Name	:	Ahmedhusain A. Shaikh
Marital Status	:	Married
Software Packages	:	Tally Prime, MS Office and MS Word
Languages known	:	Gujarati, Hindi & English.

About Myself

I am a confident and optimistic person with good inter-personal, analytical and logical reasoning skills. I belong to an educated and respectable family.

Aasimhusain A. Shaikh

Place : Ahmedabad

Date : 22 Apr 2022