

# MOIN SHAIKH



**9 Years experienced Accounts & Finance and Controlling**



6<sup>th</sup> Dec, 1988



+91 99744 22026



[moincwa@gmail.com](mailto:moincwa@gmail.com)



**ICWAI (Cost Accountant)**

Seeking a quality atmosphere of work where my knowledge can be shared and enriched, looking for the opportunity where I can improve my skills and talent to establish myself as a competent person and achieve the organization goals and aspirations.

## SYNOPSIS

- A **Qualified COST ACCOUNTANT** from **ICAI** Chapter office, Ahmadabad, and B.Com. From Gujarat University.
- Possess focus on growth, optimistic and believe in teamwork.
- Possess strong communication, Methodical and interpersonal skills.
- A quick learner with ability to work under pressure and meet deadlines.

## ACADEMIA & PROFESSIONAL QUALIFICATION

EXAM	BOARD/INSTITUTE	YEAR	PERCENTAGE
<b>ICWAI (CMA)</b>	The Institute of <b>Cost Accountant</b> of India. (Passed in FIRST ATTEMPT)	2011-12	<b>63%</b>
<b>B.COM.</b>	GUJARAT UNIVERSITY	2009-10	<b>66%</b>
<b>H.S.C.</b>	GSHEB BOARD	2005-06	<b>78%</b>
<b>S.S.C.</b>	GSHEB BOARD	2003-04	<b>73%</b>

## I.T. SKILLS

NAME OF COURSE	VERSION
<b>SAP</b>	<b>HANA-6.0 (FICO)</b>
MS. Office	2007,2010
Tally	ERP 9
Tally	7.2
Window & Internet	---
Software-ERP	ZOHO CRM, SOUL CRM

## CORPORATE EXPOSURE

- 2-3 years experienced as **FINANCE AND CONTROLLING** in **KARL MAYER TEXTILE MACHINERY INDIA PVT. LTD.** (Nov 2019 to at present)
- 2-3 years experienced as **ACCOUNT AND FINANCE EXECUTIVE** in **LINC DIGITAL SYSTEMS PVT. LTD.** (Apr 2017 to Oct 2019)
- 1-2 years experienced as **COMMERCIAL OFFICER-FINANCE** in **JK TYRES AND INDUSTRIES LTD.** (Jan 2016 to Apr 2017)
- 3 years experienced as **ACCOUNT AND FINANCE OFFICER** with **ENHANCED ELECTRONIC PVT LTD** (Feb 2013 to Jan 2016)
- 1 year experienced **Trainee Accountant** in **SMM & Associates** proprietorship (CA Firm) (Apr 2012-Feb 2013)

## PERSONAL SKILLS AND RESPONSIBILITIES

- Sound knowledge in **SAP and TALLY ERP** (I did **SAP implementation** in current company).
- Sound knowledge of Costing (Textile machinery and others)
- Developing **cost standards** for materials & labor and designing & implementing cost accounting systems.
- Analyzing **production costs** and recommending changes. (Commercially)
- Coordination and preparation of Financial Monthly and yearly **budget with Cost center.**
- Coordination and preparation Monthly and yearly **Liquidity report.**

- Preparing and presenting monthly and quarterly Billing and Collection report to **forecast financial management**.
- Coordination and preparation **Transfer Price Audit** report with CA.
- Maintain balance between **Receivables-AR & Payables-AP** and prepare effective Finance Planning with Monthly **Debtors & Creditors** Scrutiny.
- Good Knowledge of **Import/Export** Clearance documentation and payment by bank procedure.
- **Reduce Receivable** days as well as outstanding above 180 and 365 days
- Reduce and recovery **bad debts**.
- Issue and cancellation of **Bank Guarantee**.
- Issue and cancellation of **Letter of Credit**.
- Maintain **Day to Day** accounting.
- Responsible for **Bank Reconciliation and other reconciliation**.
- Maintenance of Daily and up to date **Cash Book** and **Patty cash**.
- Good knowledge about **GST payment, return and other compliances**.
- Good knowledge about **E-waybill**.
- Experienced regarding **TDS**.
- Experienced regarding **ESIC and PF**.
- Maintain **Inventory & Reorder process**.
- **Monitoring** data entry on daily basis and **ensure quality** Conducts and verifications on the **internal controls** systems.
- Handling more than **20 employees' team** with excellent internal co-ordination and support to solve onsite/offsite problems.
- All creditors and debtor's **ledger reconciliation and solve issues of clients**.
- Keeping and Maintain of **Books and Files**
- Shall be responsible for **Finance, Accounts, Taxation, & Documentation**.
- Banking Operations, Insurance, Commercial Functions
- Maintain **Profit & Loss Account and Balance Sheet**.
- Successfully **recover refund** from various government departments
- Coordinating with **Statutory & Internal auditors** for Audit requirements.
- Procedures and process for significant areas identify areas for **cost effectiveness and system improvements**.

## CERTIFICATION

- Modular training from **ICAI**. (Cost Accountant)
- Institute for Initiatives in Education.
- Class representative certificate in collage.
- Information Technology Training from **ICAI**. (Chartered Accountant)
- Orientation Programmed Training from **ICAI**. (Chartered Accountant)

## PERSONAL DETAILS

Address : 12/B, Rehmat Nagar, Nr. Chhipa Society,  
Danilimda, Ahmedabad - 380028.

Sex : Male

Marital Status : Married

Nationality : Indian

Language known : English, Hindi, Gujarati

Hobbies : Cricket, Carom, Travelling

## REFERENCE

1. **P.D. MODE SIR** (Member of ICWAI Chapter office at Ahmadabad.)

**Mobile no. 9727767574**

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I do hereby declare that the statements and information furnished above true and correct to the best of my knowledge and belief.

**Available on Request**

**Yours Faithfully,**

**(Moin Shaikh)**