

# ARBAZ SHAIKH

1, Al Kamar Duplex Raw House, Opp. Maktampura Municipal School, Juhapura, Ahmedabad-380055.

Email: [arbazshaikh.as@gmail.com](mailto:arbazshaikh.as@gmail.com) • Phone: +91 8758 9595 16

LinkedIn: <https://www.linkedin.com/in/arbazshaikh1995/>

Strive for success in any given situation and learn from the situations. Keen to grow and learn in such a way that the organization's growth would be my growth.

## EXPERIENCE

**FEB 2021 – CURRENTLY WORKING**

**HEAD OF OPERATIONS, MP KEY BOOK LLC**

➤ **Duties & Responsibilities (HEAD OF OPERATIONS) (AUG 2021 – CURRENT):**

- Handling of India office operations.
- Onboarding of new clients. I have Successfully onboarded more than 12 clients.
- Hire skilled candidates to ensure work quality
- Ensure timely delivery of work.
- Formulate business strategy with others in the executive team.
- Design policies that align with overall strategy.
- Implement efficient processes and standards.
- Coordinate customer service operations and find ways to ensure customer retention.
- Ensure compliance with local and international laws (e.g., data protection, Tax Laws).
- Manage contracts and relations with customers, vendors, partners, and other stakeholders Evaluate risk and lead quality assurance efforts.
- Oversee expenses and budgeting to help the organization optimize costs and benefits.
- Mentor and motivate teams to achieve productivity and engagement.
- Report on operational performance and suggest improvements.
- Overview work of All of the clients.
- Client's payroll processing.
- Month End Financial Reports with Analysis.
- Assist information flow between US office, Clients - including holding professional discussions with them over the phone.
  - Reference: Jane Cho +1 (201) 887-8080
  - Skills: NetSuite · ZohoBooks · Gusto · ADP Payroll · Paycom · Operations Management · Team Management · Interviewing · 8027 · Client Onboarding · Sales & Use Tax Compliance · 1099 Preparation · Accounts Receivable (AR) · Microsoft Excel · Accounts Payable · Financial Accounting · Financial Analysis · Financial Reporting · QuickBooks

➤ **Duties & Responsibilities (TEAM LEAD) (FEB 2021 – AUG 2021):**

- Assist Manager in handling team of 3-4 people.
- Prepare forecasts and budgets as per client requirements.
- Prepare Month end financials with financial analysis.
- Prepare cash flow/ cash position to aware/ update client for their fund management and future payments.
- Prepare and file Sales Tax returns.

- Review bank reconciliation and ensure all queries are resolved and/or reported.
- Ensure timely and accurate posting of Payroll Journals.
- Overlook work of two other clients.
- Assist information flow between US office, Clients & Vendors - including holding professional discussions with them over the phone.
  - Skills: Payroll Processing · Gusto · ADP Payroll · People Management · Finance · Financial Accounting · Financial Analysis · Financial Reporting

## **SENIOR ACCOUNTS EXECUTIVE, PAPERCHASE ACCOUNTANCY INDIA PVT. LTD.**

### ➤ **Duties & Responsibilities (Accounts Handler): (OCT 2019 – FEB 2021)**

- Assist in year-end audits.
- Assist TL in production of forecasts and budgets.
- Prepare additional schedule as per account handler's requirement.
- Prepare cash flow/ cash position to aware/ update client for their fund management and future payments.
- Prepare the Sales Tax returns.
- Review and ensure all the batches (food, drink, expense, and others) are posted on time.
- Assist information flow between US office, Clients & Vendors - including holding professional discussions with them over the phone.
- Review bank reconciliation and ensure all queries are resolved and/or reported.
- Ensure timely and accurate posting of Payroll Journals.
- Liaise with UK account handler and make necessary amendments to monthly accounts if required and provide the final reports.
- Prepare balance sheet reconciliation files.
  - Reference: Brijesh Bhavsar +91 97279 56416
  - Skills: Cash Flow · Sales & Use Tax Compliance · 1099 Preparation · Microsoft Excel · Accounts Payable · Financial Analysis · Financial Reporting

### ➤ **ACCOUNTS EXECUTIVE, PAPERCHASE ACCOUNTANCY INDIA PVT. LTD.**

#### ➤ **Duties & Responsibilities (Accounts Payable): (FEB 2019 – FEB 2021)**

- Complete supplier reconciliation and all associated tasks, including a) resetting the dispute flag, b) process the BACS file, c) send the remittance advice to supplier, d) Pchase Supplier portal, e) get accounts statement, missing invoices and credit note from supplier.
- Ensure a smooth flow of purchase invoices by timely receipt of purchase invoices, assorting and scanning in the required order & maintain a purchase summary log.
- Get the missing bank details from supplier and to get it validated in the system on time.
- In payment emergency, enter and post the invoices.
- Prepare approval pending list and get it approved from respective authority at client end.
- Purchase Ledgers should be allocated all the time.
- Reconcile the supplier ledger with accounts statement from supplier and identify the variance and prepare the missing list, approval/ credit pending list in the supplier reconciliation file.
- During new client Setup: Guide and train clients in setting up systems and procedural controls.
- Assist information flow between US office, Clients & Vendors - including holding professional discussions with them over the phone.
  - Skills: Sales & Use Tax Compliance · 1099 Preparation · Accounts Receivable (AR) · Accounts Payable · Financial Analysis · Financial Reporting

**07/08/2017 – 09/02/2019**

**ACCOUNTS EXECUTIVE, AVLON RESORTS PVT. LTD.**

- Maintained Books of Accounts for three group companies independently.
- Duties & Responsibilities for this role included the following:
  - Booking of Purchase, Sales & Expenses Bills
  - Ledger scrutiny
  - Bank entries & reconciliation
  - Payment to Sundry Creditors
  - TDS Deduction, Payment & Filing
  - Payment of GST, Income Tax, Vat & Advance Tax
  - To make data summary for GST Returns & VAT Returns
  - To assist in Annual Audit & Tax Audit
  - Filing of ITR of Directors & Related Persons
- Reference: Mr. Shahnawazkhan Pathan (Mo. +91 9909920038)
- Skills: Income Tax · Tally ERP · Tax Deducted at Source (TDS) · Goods and Services Tax (GST)

**09/08/2016 – 05/08/2017**

**ASSISTANT ACCOUNTANT, KOMAL TEXTFAB PVT. LTD.**

- Was working with Accounts Payable mainly.
- Later I worked for Accounts Receivable.
- Duties & Responsibilities:
  - Purchase order processing on both Tally & ERP softwares
  - Booking of Purchase Invoices
  - Maintain Sundry Creditors Ledgers
  - Payment to Sundry Creditors
  - General Ledger reconciliation
  - Job work bills booking & deduction of TDS on the same
  - Booking of General Expenses
- Reference: Mr. Jatin Pancholi (Mo. +91 9909680853)
- Skills: Tally ERP · Tax Deducted at Source (TDS)

## EDUCATION

**APRIL 2015**

**B.COM., GUJARAT UNIVERSITY**

I am graduated in Bachelor of Commerce with CGPA 51.50 from Gujarat University

**DECEMBER 2013**

**CPT, ICAI**

I have cleared entrance level of CA (CPT) from ICAI in December-2013 and have attempted for IPCC.

**MARCH 2012**

**H.S.C., GUJARAT STATE BOARD**

I have done my schooling (10+2) through Diwan Ballubhai Higher Secondary School with 68% from Gujarat State Board.

## SKILLS

- US Accounting
- Payroll Processing
- Month End Closing
- Financial Analysis
- Client Onboarding
- Accounts Payable and Receivables
- Sales & Use Tax Compliance (US)
- GST Compliance (Canada)
- Filing of 1099 & 8027
- Preparation of Audit Packs
- QuickBooks Desktop & Online, Oracle NetSuite, ZohoBook, Tally ERP9
- Indian Income Tax – Concept, Provision, Filing & Payment
- Advance Tax
- GST - Concept, Provisions, Filing & Payment
- TDS – Concept, Provisions, Filing & Payment
- VAT - Concept, Provisions, Filing & Payment
- Office 365
- Advance Excel

## STRENGTHS & ACCOMPLISHMENTS

- I have onboarded more than 12 clients and maintained the delivery and relationships with no complaint from any of the clients at my tenure with MP Key Book.
- Delivering work within the stipulated timeframe with utmost accuracy.
- Motivated teammates to learn and improve on new processes to take over new roles
- Good memory & reading, writing
- Ability to learn quickly and implement
- People orientation with a will to make a difference, flexible with high level of initiative
- Imaginative and analytical towards work.

## LINKEDIN RECOMMENDATIONS

- **Niraj Mishra [Senior Associate at PWC] (was manager at Paperchase)**  
Arbaz was part of my team in my former company “Paperchase Accountancy”. Arbaz is special talent and one of the strongest team mates in terms of giving performance for bookkeeping industry. I was blessed to have team mates like Arbaz. He understands well his role and responsibilities. Arbaz handled most of the big size clients. Behaviour wise Arbaz is very calm and composed person. Very Humble. He handled work crisis multiple times seamlessly. I truly enjoyed working with him. keep up the good work and trust me you gonna shine as always wherever you work!!
- **Khemma Phal (Event Producer of Client at MP Key Book)**  
Arbaz and I work together on a daily basis. He plays a significant role in getting our team what we to succeed. He has great communication skills and proven ability to lead a team! Very organized and efficient in getting things done in a timely manner.
- **Brijesh Bhavsar [Manager at Paperchase] (was team leader at Paperchase)**  
Arbaz is very passionate & Enthusiastic person. He is the person to whom I can blindly relay on whatever work assigned to him. He always love to take challenges. He is good learner. I am proud on him being my team mate.
- **Shane Lindquist (Financial Data Analyst for Client at MP Key Book)**  
I have had the utmost pleasure in working with Arbaz as he manages our books here at Creative Edge Parties. He displays a profound knowledge of accounting principles while maintaining quick and reliable customer service to us. Arbaz exceeds all expectations in his diligence and efficacy as our Bookkeeper. I am especially impressed in his ability to quickly learn and manage new systems; He

adapted to managing our weekly payroll processing in a matter of a week. I personally feel very lucky to have Arbaz as part of our team.

- **Meghna Patel (Director at MP Key Book)**

Best co-worker who handles and manages the work with full of accuracy and deadlines... His willingness to learn from challenging opportunities makes him different from others... Pleasure to work with him...

## **PERSONAL DETAILS**

- Name: Shaikh Arbazhusen Harishusen
- D.O.B.: 19<sup>th</sup> Aug. 1995
- Gender: Male
- Nationality: Indian
- Religion: Islam
- Hobbies: Reading, Learning, Travelling
- Languages Known: English, Gujarati, Hindi

## **VOLUNTEER EXPERIENCE OR LEADERSHIP**

- I have managed a group of 7 people during an event named Everfest 2017 organized by My Everland Park
- I have worked as a volunteer for Navkar public School

## **DECLARATION**

- I hereby declare that all the information furnished above is true to the best of my knowledge.

Place: Ahmedabad

Yours Faithfully



(Arbaz Shaikh)