3, Crystal Apartments, Saritakunj Society, Paldi, Ahmedabad

+91 9909510138

masarratonnet@gmail.com

Masaratjhan M. Shaikh

**Objective**

Seeking an opportunity in an organization that allows me to contribute with my organization skills and productivity.

**Summary**

* Over 6 years of experience in office administration and accounts handling
* Specialize in administrative support in fast paced environments
* Excellent presentation and communication skills
* Organized, hardworking and meticulous; fast learner and excellent team player

**Experience**

2012-2014 Arya Architects Ahmedabad, Gujarat

Operations and Accounts Administrator

* Performed responsibilities of handling the Accounts Receivable and Billing functions for the organization
* Responsible for resolving collection issues by coordinating with collection department
* Handled front desk area and related operations
* Handled preparation and review of Statement of Work
* Responsible for calculating monthly invoices and reconciling invoices to the unbilled analysis report
* Responsible for calculation and distribution of employee salaries
* Ensure timely receipt of payment and follow up as well as resolve any discrepancies in areas of accounting
* Handled all travel and tourism bookings for the organizations, including booking of tickets, hotels, taxis.
* Answered any incoming customer inquiries
* General bookkeeping activities

2008-2012 Arya Architects Ahmedabad, Gujarat

Office Administrator

* Performed all office organization and administration tasks for the organization
* Maintained supply and invoice of office related merchandize
* Handled documents and correspondence for the organization
* Performed coordination of ad-hoc maintenance tasks related to office equipment
* Handled all travel and tourism bookings for the organizations, including booking of tickets, hotels, taxis
* Handled front desk area and related operations
* Answered any incoming customer inquiries
* Performed general bookkeeping activities

**Tools and Technologies**

* Windows 7
* Microsoft Excel 2007
* Microsoft Powerpoint 2007
* Microsoft Word 2007

**Education**

1995-1998 H.A College of Commerce Ahmedabad, Gujarat

* Bachelor of Commerce

1998-2000 H.A College of Commerce Ahmedabad, Gujarat

* Master of Commerce

2006-2007 FTec Computers Ahmedabad, Gujarat

* Diploma in Computer Application

**Interests**

Computers, interior decoration, traveling, building relationships