

SHAIKH ABDUL RAHIM

Accounts Officer

☎ +91-9833773717 ✉ shaikhabdulrahim8@gmail.com 📍 Hyderabad-500 065, Telangana, India.

EXPERIENCE

Accounts Officer

Company - ALHAMAD PAPER FACTORY

📅 10/2023 - Current 📍 SAUDI ARABIA

Company Description

- Recording financial transaction
- Reconciling accounts
- Preparing invoices and bills
- Processing payroll
- Managing accounts payable and receivable
- Generating financial reports
- Assisting with budgeting and forecasting
- Responding to inquiries from colleagues and client
- Ensuring compliance with financial regulations
- Contributing to team meetings and projects

Accounts Payable Executive

Company - KNOWLEDGE GLOBAL WORKS LTD

📅 02/2023 - 09/2023 📍 Mumbai

Company Description

- Invoice Processing:
 - Receive, review, and verify incoming invoices for accuracy and completeness.
 - Match invoices with purchase orders, non-purchase orders and packing slips.
 - Ensure all invoices are properly coded and approved for payment
- Vendor Relations:
 - Build and maintain positive relationships with vendors and suppliers.
 - Address inquiries and discrepancies related to invoices or payments promptly and professionally.
 - Negotiate payment terms and discounts with vendors when applicable
- Payment Processing:
 - Prepare and process payments to vendors, including checks, electronic transfers, and ACH payments.
 - Ensure payments are made within agreed-upon terms to take advantage of discounts and avoid late fees
- Expense Reimbursements:
 - Process employee expense reports and ensure compliance with company policies.
 - Reconcile and approve expense reports for payment
- Record Keeping and Documentation:
 - Maintain accurate and organized accounts payable records
- Month-end Close:
 - Assist in month-end closing procedures, including reconciliations and accruals.
 - Prepare accounts payable reports for financial reporting
- Compliance and Reporting:
 - Ensure compliance with company policies and procedures as well as relevant accounting regulations.
 - Assist with internal and external audits as needed
- Process Improvement:
 - Identify opportunities for process improvements to enhance efficiency and accuracy within the accounts payable function.
 - Collaborate with other departments to streamline workflow and resolve issues.

SUMMARY

Accountant with highly motivated 8 years expert seeking a challenging role with a rapidly growing organization. Comprehensive knowledge of accounting principles AP, AR, Payroll, Bank Reco, Bookkeeping procedures. Exp.in presenting data, analyzing, providing financial report

EDUCATION

Degree Bachelor of Commerce - Finance & Auditing

Institution Name - Rizvi College of Arts, Science & Commerce

📅 06/2008 - 04/2009 📍 Mumbai

LANGUAGES

Arabic	Intermediate	●●●●●
English	Native	●●●●●
Hindi	Native	●●●●●
Marathi	Proficient	●●●●●

SKILLS

Financial Reporting	MS-Excel Advanced
Auditing	MS-Office
Accounting Software	Bookkeeping
Communication Skills	
Problem-Solving Skills	
Ethics and Integrity	
Google Spread Sheets	
Tally 9.ERP, Xero, Microsoft Dynamics NAV.	

EXPERIENCE

Accountant

Company - AL MUDHAF AL KULAIB GROUP

📅 05/2019 - 09/2022 📍 Kuwait

- Handle Ecommerce operation, delivery, creation and uploading of new products in the application
- Processing of daily sales order, handle customer complaints regarding orders
- Posting of all day-to-day entries
- Keeping track of all payments, expenditures, including payroll, invoices, statements, etc
- Handling bank deposit and withdrawals of cash, cheques
- Arranging, maintaining of cash and cheques books in safe locker
- Prepare petty cash reports internally
- Paying employees reimbursement by verifying their expense.
- Verifying and reconciling accounts payables and receivables
- Paying vendors by scheduling pay cheques and ensuring payment is received on time for credit; generally responding to all vendor enquires regarding finance
- Maintaining historical records for all transactions in financial database, files. Preparing and analyzing financial statements & producing weekly and monthly reports
- Communicating effectively with clients. Manage supplier relations and database as well as maintain high ethical relationships both internally and externally.
- Works on another client's project Japanese Ave Restaurant
- Works on Xero Accounting Cloud Software
- Responsible for handling and monitoring daily accounting operations and transactions of the restaurant accounting
- Handle accounts payable, receivable, journal voucher, debit balance monitoring. Bank reconciliation monthly.
- Prepare monthly closing of the accounts of the Restaurants and relating monthly financial & reports
- Processing of monthly payroll and record management for the Restaurants, including necessary authorization
- Receiving goods from the vendors which come into the restaurant and verifying it before entering in systems
- Preparation of inventory reports like Wastage sheet, Staff food meal tracker etc
- Perform any other duties as assigned by the Management.

Accountant

Company - SNR & Company

📅 04/2008 - 12/2018 📍 Mumbai

Company Description

- Working on accounting software - Tally9. ERP.
- Working for clients- Beatnik Hospitality Pvt. Ltd. & Stream cast Logitech Pvt. Ltd.
- Handling Day to Day accounting. Posting of entries like Journals, Cash/Bank, Purchase, Sales, Receipts and Payments.
- Preparing reports on Cash Flow statement & O/S statement for Creditors.
- Handling petty cash.
- Verifying of monthly Bank Reconciliation statement.
- Handling payments through RTGS, NEFT & Interbank.
- Bank work for Stamp duty & Bank Franklin.
- Preparing of GST summary report for returns filing & forwarding to Chartered Accountant.
- Coordination with banks for client bank account opening, Internet banking & foreign remittance.
- Maintaining of Fixed Asset Register. Doing audits for the other parent companies.
- Checking inventory data on weekly basis.
- Verifying Purchase order received from internal staff before purchase of product and services.

EXPERIENCE

Accounts Executive

Company - AL QASWA TOURS & TRAVELS

📅 04/2015 - 04/2018 📍 Mumbai

- Working with accounting software - Tally9. ERP
- Preparation of all type of Entries, Validation and Posting
- Mentioning all financial records like Bills, Receipt, journal voucher, bank payment voucher & inward entries of invoices
- Preparing cheques, cash and Bank Vouchers and making payment through NEFT/RTGS
- Coordinating with operations staff ensuring day to day invoicing
- Updating bank reconciliation statement for every month
- Preparing reports on O/S statements for creditors payments
- Preparing reports on accounts payable and accounts receivable
- Verifying bills and reconciliation for all parties
- Coordination with CA regarding GST filing

Senior Process Associate

Company - TATA CONSULTANCY SERVICES

📅 04/2012 - 12/2014 📍 Mumbai

Company Description

Process Associate

Next services private limited

📅 11/2010 - 04/2012 📍 Mumbai

Company Description

Data Entry Executive

Company - T & M SERVICES CONSULTING PRIVATE LIMITED

📅 11/2009 - 09/2010 📍 Mumbai

Company Description



36 pages. This passport contains 36 pages.

P<INDSHAIKH<<ABDUL<RAHIM<ABDUL<SALEEM<<<<<<<
S2267011<7IND8707176M2804121<<<<<<<<<<<<<2

Observation / Observation

Miscellaneous Service / Miscellaneous Service



S2267011

पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian
ABDUL SALEEM ABDUL KAREEM SHAIKH

माता का नाम / Name of Mother
GAFOORA SULTANA SALEEM SHAIKH

पति या पत्नी का नाम / Name of Spouse
SABA FATIMA SHAIKH

पता / Address
A/2, G-BLOCK, 3RD FLOOR, ROOM NO-22, MADINA BUILDING
BANDRA EAST, MUMBAI

PIN: 400051, MAHARASHTRA, INDIA

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue
J6086020 15/02/2011 MUMBAI

फाइल नं. / File No.
B01072068822018

8
9
4
2

University of Mumbai

CCF: 181:0007
NO: 5302



026637

05/09

I Certify that

SHAIKH ABDUL RAHIM ABDUL SALIM SULTANA

PASSED THE B.COM. DEGREE

(Three Year Degree Course) Examination held by the

University of Mumbai in the month of MARCH 2009

AND WAS PLACED IN THE SECOND CLASS.

JUNE 16, 2009

CONTROLLER OF EXAMINATIONS



University of Mumbai

CCF:181 : 0018

CERTIFICATE SHOWING THE NUMBER OF MARKS OBTAINED IN EACH HEAD OF PASSING BY

SHAIKH ABDUL RAHIM ABDUL SALIM SULTANA**AT THE THIRD YEAR B. Com. (THREE YEAR DEGREE COURSE) EXAMINATION HELD IN MARCH 2009**

HEADS OF PASSING

SPECIAL GROUP : 3 : FINANCIAL ACCOUNTING & AUDITING**APPLIED COMP. GROUP : PAPER VI : 10 : COMPUTER SYSTEMS & APPLICATIONS****: PAPER VII : 11 : EXPORT MARKETING (REV)**

SEAT NO.	COMPULSORY PAPERS		SPECIAL GROUP PAPERS			APPLIED COMPONENT / VOCATIONAL GROUP				GRAND TOTAL	REMARKS
	MPP	BUSINESS ECONOMICS	1	2	3	PAPER VI TH.	PAPER VI PR.	PAPER VII TH.	PAPER VII PR.		
5302											
MAXIMUM MARKS	100	100	100	100	100	80	20	80	20	700	
MINIMUM MARKS FOR PASSING	35	35	35	35	35	28	7	28	7		
MARKS OBTAINED	44	42	55	50	66	43	18	38	14	370	SECOND CLASS
** MANAGEMENT & PRODUCTION PLANNING											
RESULT DECLARED ON JUNE 16, 2009											
RECEIVED Rs. 50/-											

CONTROLLER OF EXAMINATIONS

- 0.229, @ - 0.5042/0.5043, * - 0.5045, F - HEAD OF FAILURE, + - MARKS CARRIED,
E - EXEMPTION IN THE HEAD, -- NOT APPLICABLE, A - ABSENT, / - FEMALE

040800



شهادة تطعيم ضد فيروس كورونا المستجد

SARS-COV-2 Vaccination Certificate

Kuwait Ministry of Health certifies that the below named individual has been vaccinated against SARS-CoV-2 as detailed below:	تفيد وزارة الصحة بأن السم الوارد أدناه قد أتم التطعيم ضد فيروس كورونا المستجد حسب تعليمات وزارة الصحة وطبقاً للبيانات الواردة أدناه:
السم:	عبدالرحيم عبدل شيخ
Name:	ABDUL RAHIM ABDUL SHAIKH
Civil ID:	287071709958
البطاقة المدنية:	
Passport No:	S2267011
رقم الجواز:	
Nationality:	Indian
الجنسية:	
Date of Birth :	17/07/1987
تاريخ الميلاد :	
Vaccine Manufacturer:	Pfizer-BioNTech
الشركة المنتجة:	
Date of 1st Dose:	31/05/2021
تاريخ تطعيم الجرعة الاولى:	
Batch No:	FA5843
رقم الدفعة:	
Location:	Mishref Vaccination Center Hall 5
المكان:	
Date of 2nd Dose:	21/06/2021
تاريخ تطعيم الجرعة الثانية:	
Batch No:	FC8289
رقم الدفعة:	
Location:	Mishref Vaccination Center Hall 5
المكان:	

Health Professional: SINO THOMAS VARGHESE

الممارس الصحي: سينو توماس فارغيس

Center/Location:

أسم المركز/الموقع:

Kuwait Vaccination Center

مركز الكويت للتطعيم

Date of Issue: 21/06/2021

تاريخ الصادر: 21/06/2021



تم إنشاء هذا التقرير إلكترونياً من خلال نظام وزارة الصحة حيث أن اسم الطبيب على النموذج معتمد من قبل وزارة الصحة ولا يحتاج إلى ختم أو توقيع يدوي.

أي عملية تلعب / تعديل / تزوير في النموذج يحاسب عليه حسب القوانين في دولة الكويت.

This report was created electronically through the Ministry of Health's system, and the name of the doctor on the form is approved by the Ministry of Health and does not require a stamp or signature.

Any unauthorized manipulation of the form will be subject to legal action as per the laws of the State of Kuwait.

المضف الكليب

(EMPLOYMENT CONTRACT)

WE HAVE THE PLEASURE TO APPOINT YOU IN (AL MUDHAF & AL KULAIB GROUP) AS

(ACCOUNTANT) UNDER THE FOLLOWING CONDITIONS:

THIS CONTRACT HAS BEEN SIGNED INTO ON

14-05-2019

BETWEEN:

COMPANY: AL MUDHAF & AL KULAIB GROUP

REPRESENTED BY: MR. BADER NASER ABDUL-LATEEF ALKULAIB IN HIS CAPACITY AS CHIEF EXECUTIVE OFFICER.

COMPANY LOCATION : KUWAIT

HEREINAFTER REFERRED TO AS "THE COMPANY" OR "FIRST PARTY"

AND

MR. ABDUL RAHIM SHAIKH

NATIONALITY INDIAN - PASSPORT NO _____

DECLARING HEREUNDER HIS PERSONAL INFORMATION,

HEREINAFTER REFERRED TO AS "THE EMPLOYEE" OR "SECOND PARTY"

BOTH PARTIES AGREED HEREBY TO THE FOLLOWING:

ARTICLE 1 : CONTRACTUAL TERMS

- DATE OF RECRUITMENT: 14-05-2019

ARTICLE 2:

THE FIRST PARTY AGREED TO HIRE THE SECOND

WITH MONTHLY SALARY OF -/ 200 KUWAITI DINAR.

ACCOMMODATION / TRANSPORTATION BY THE FIRST PARTY.

DUTY MEAL WILL BE PROVIDED BY THE COMPANY.

PROBATION PERIOD:-

THE EMPLOYEE WILL BE ON PROBATION FOR PERIOD OF (100) DAYS FROM THE DAY HE/SHE COMMENCES HIS/HER EMPLOYMENT WITH THE COMPANY. DURING THIS PERIOD, THE COMPANY RESERVES THE RIGHT TO TERMINATE THE EMPLOYEE'S SERVICE WITHOUT NOTICE.

CONTRACT DATE OF EXPIRY: PERMANENT

THIS CONTRACT IS VALID FOR THREE (3) YEARS FROM THE DATE OF JOIN IN KUWAIT.

- ENTITLED FOR 30 DAYS LEAVE AFTER COMPLETING THE FIRST TWO (2) YEARS. THIRD YEAR BASED ON THE BUSINESS NEEDS AND COMMITMENTS.

Al-Nafisi Tower, Abdullah Al-Mubarak Street, Mirqab, Kuwait Tel: +965 22410993

A. P. L.
20/05/19



المضيف الكلية

ARTICLE 3 : CONTRACTUAL CONDITION

- 3-1 THE EMPLOYEE SHALL NOT UNDERTAKE ANY OTHER PAID OR UNPAID JOB DURING OR AFTER THE WORKING HOURS WITHOUT FIRST PARTY PRIOR APPROVAL.
- 3-2 THE EMPLOYEE SHALL STRICTLY ABIDE WITH FIRST PARTY RULES AND REGULATIONS THAT MEETS THE STATE PREVAILING LAWS AND LEGISLATIONS AND FIRST PARTY WORK STRATEGIES AND JOB PROFESSIONALISM.
- 3-3 THE EMPLOYEE SHALL CARRY OUT HIS JOB RESPONSIBILITIES IN HIGH PROFESSIONALISM AND SHALL MAINTAIN STRICT CONFIDENTIALITY OF EMPLOYER AND CLIENT INFORMATION.
- 3-4 THE EMPLOYEE SHALL REPORT ABOUT ANY MATTERS IMPORTANT, HARMFUL OR CRITICAL TO THE BUSINESS AFFAIRS OR INTERESTS OF THE COMPANY WHEN IT COMES TO HIS / HER KNOWLEDGE.
- 3-5 THE COMPANY SHALL BE THE SOLE AND EXCLUSIVE OWNER OF ALL WORKS, ACCOMPLISHMENTS AND INNOVATIONS THAT BE ACHIEVED OR DEVELOPED BY THE EMPLOYEE DURING THE TERM OF THIS CONTRACT.
- 3-6 WITHOUT PREJUDICE TO ARTICLE (55) (1) OF LABOR LAW, ALL COPYRIGHTS, PATENTS, TRADE SECRETS, OR OTHER INTELLECTUAL PROPERTY RIGHTS ASSOCIATED WITH ANY IDEAS, CONCEPTS, TECHNIQUES, INVENTIONS, PROCESSES, OR WORKS OF AUTHORSHIP DEVELOPED OR CREATED BY THE EMPLOYEE DURING THE COURSE OF PERFORMING WORK FOR EMPLOYER OR ITS CLIENTS (COLLECTIVELY, THE "WORK PRODUCT") SHALL BELONG EXCLUSIVELY TO EMPLOYER.
- 3-7 THE EMPLOYEE UNDERTAKES, THAT AT THE END OF THIS CONTRACT, HE/SHE HAS TO SUBMIT ALL ITEMS INCLUDING OFFICIAL DOCUMENTS RELATED TO THE COMPANY OR OWNED BY IT WITHOUT KEEPING ANY COPIES, TRACE OR ANY ITEM OF THEM TO THE COMPANY.
- 3-8 THE SECOND PARTY SHALL OBSERVE AND ABIDE ALL THE PROVISIONS OF THE PENALTY LIST HANGING IN AN APPARENT SPOT IN THE LOCATIONS. COMPANY MAY TERMINATE THE SERVICE OF THE SECOND PARTY IN CASE OF REPETITION OF VIOLATIONS MENTIONED IN THE SAID PENALTY LIST.

ARTICLE 4

THIS CONTRACT, THE INCLUDED AND/OR EXCLUDED PROVISIONS THERE FROM IS ALL SUBJECT TO THE STATE OF KUWAIT LABOR LAW IN THE PRIVATE SECTOR.

SECOND PARTY (EMPLOYEE)	FIRST PARTY (EMPLOYER)
DATE: 20/05/2019	
PASSPORT # ()	
SIGN: 	

المضيف
الكلية
Al-Muhsin & Al-Hajjaj Group

Al-Nafisi Tower, Abdullah Al-Mubarak Street, Mirqab, Kuwait Tel: +965 22410993



Mach 18, 2021

T O W H O M I T M A Y C O N C E R N

This is to certify that Mr. Abdul Rahim Shaikh, having Civil ID: 287071709958 serving in the capacity of accountant in our company.

The monthly take home salary categorization is:

Total Salary: KD 200/-

He is serving Al Mudhaf & Al Kulaib Group from June 13, 2019 till to date. This certificate has been given upon his request without any liability towards the company.

For: Al Mudhaf & Al Kulaib Group


Authorized Signatory

المضف
الكليب
ALMudhaf & ALKulaib Group



Date: 30/01/2022

EMPLOYMENT OFFER

Dear Mr. Abdul Rahim Abdul Saleem

We are pleased to offer you full-time employment with ave restaurant company for General Trading (referred to in this letter as employer, us or we)

This letter is to confirm the offer to you, summarize the main commercial terms on which we would like to employ you and explain the condition of our offer.

Summary of Employment Terms:

The main terms of your employment are:

Reporting to	General Manager
Status	Single Contract
Position	Accountant
Department	Admin
Work Location	Kuwait
Baie Salary	KD 200 /- (Plus KD 100 /- other allowances)
Net Salary	KD 300 /-
Basic Working Hours	9 Hrs. / daily
Food Allowance	On duty
Accommodation	To be Provided by Company.
Transportation	To be provided by the Company
Medical Insurance	To be provided by the Company as per Labor Law
Other Benefits	30 days annual paid vacation
Period of Contract	2 years (renewable on same or other terms on mutual agreement by both parties)
Probation Period	100 days from the date of joining

In case if you for any reason break the two years Contract then you shall be responsible to reimburse to us the complete recruitment expenses incurred for your employment along with your return ticket.

The above is intended as a high-level summary only and does not explain in full either the terms of your employment or the arrangements applicable to each of the items listed. The items covered in this letter and your employment are subject to the terms set out in the contract of employment which you must sign as a condition of your employment and which take precedence over this letter if there is any inconsistency.

Conditions of Offer

Our offer of employment is conditional:

1. Upon your joining where you shall sign our standard employment contract. The employment contract will take precedence over this letter if there is any inconsistency;
2. That you are willing to work at any of our multiple brands located all across Middle East.
3. Us receiving evidence that you hold the educational qualification, experience and training certificates set out in your cv or which you have otherwise indicated to us along with a good

conduct/police certificate from your country before joining us and upon regularization of your visa under our company's sponsorship

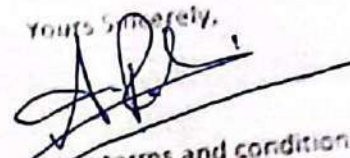
- 4 If you belong to operations department, then you would be working weekends (Friday, Saturday) & Public holidays in lieu of other days as off during regular weekdays or less business.

If any of the above conditions are not satisfied then this offer will be withdrawn or if it has already been accepted then we will be entitled to end your employment without notice or payment in lieu of notice. Please do not resign from your current job until you have had confirmation from us that we consider that these conditions have been satisfied. The written contract will be provided to you under separate cover. Please confirm your acceptance of the offer by signing and returning it to us. It will continue to apply even if you have signed your contract of employment. This offer is open for you to accept within 7 days from the date of issuance at which time it will lapse automatically without further notice and no longer be capable of acceptance.

Yours Sincerely,
Kousel Al Thunayan

Human Resources Department.

Yours Sincerely,



I accept the above terms and conditions
(Name and Signature of the candidate)
Date of joining:




**KHALID & NAWAF AL HAMAD
FACTORY FOR PAPER PRODUCTS
COMPANY**

C.R. 2050070830
P.O.Box 6597 - Dammam 31452
Tel.: +966 13 8121286
Fax: +966 13 8121646
Dammam - Saudi Arabia
www.alhamadco.com



شركة مصنع خالد ونواف الحمد

للمنتجات الورقية

س.ت. ٢٠٥٠٠٧٠٨٣٠
ص.ب. ٦٥٩٧ - الدمام ٣١٤٥٢
هاتف: +٩٦٦ ١٣ ٨١٢١٢٨٦
فاكس: +٩٦٦ ١٣ ٨١٢١٦٤٦
الدمام - المملكة العربية السعودية
اشترك الغرفة التجارية ١٠٢٥٣٦

Date: 16 July 2023

EMPLOYMENT OFFER LETTER

Job Category	ACCOUNTS OFFICER
Name	ABDULRAHIM ABDULSALEM SHAIKH
Nationality/Passport No.	S2267011

Employment Terms & Conditions

Monthly Basic Salary	2000 SAR basic
Food Allowance	300 SAR Food
Another benefits	700 SAR benefits
Working Hour	08 Hours/Day, 6 Days/Week
Duration of Contract	Twenty- Four (24) Months commencing on the date of arrival in KSA
Accommodation (Single Status)	Provided by company
Transportation for duty	Provided by company
Medical Insurance	Provided by company
Vacation	42 Days upon completion of 24 months
Air Ticket	Free return air ticket on vacation and at the end of contract will be provided by company
Probationary Period	90 days of joining at KSA
Other Terms & Conditions	As per Saudi Labor Law
If you accept this Offer of Employment, please return a signed copy to us. We hope you will accept this Offer & we are looking forward for the potential that you bring to our organization.	

For
Khaled & Nawaf al Hamad Factory
For Paper Products Company

Offer Accepted

Date: 19/07/2023
Name: Abdul Rahim Shai Kh
Signature: [Signature]



Galaxy A34 5G