

Arbaz Ashfaque Pawne

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📍 Bldg. no-1303, Bab Al Nahda building, Al Nahda -1, Sharjah, UAE 📅 08 Aug 1997

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🎓 EDUCATION

AE Kalsekar Degree College,
Bachelor of Commerce (B.Com)
• **Achieved a total of 69.85%**

Jul 2017 – Apr 2018 | Mumbra, Thane

DRT Junior College, High School Certification (HSC)
• **Achieved 80.77%**

Jul 2014 – Apr 2015 | Mumbra, Thane

Abdullah Patel High School,
Secondary School Certificate
• **Achieved a total of 85.50%**

Jul 2013 – Apr 2013 | Mumbra, Thane

👛 PROFESSIONAL EXPERIENCE

Mount Meru Pvt. Ltd., Assistant Accountant

Apr 2019 – present | Mumbai

- Collects, analyzes, and reports data on a periodic basis to monitor the performance of the purchasing function.
- Ensures the efficient day-to-day operations of the Purchasing. Compared purchase Order, Prices terms of Payment and other charges Coordinate approval process of all A/c payable invoices
- Resolving payment issues and followed up on vendor inquiries to bring the company up to date with all bills.

SRM Agro Foods Pvt. Ltd, Assistant Accountant

Apr 2015 – Dec 2017 | Navi Mumbai

- *Managed petty cash responsibilities efficiently.*
- *Compiled and generated MIS (Management Information System) reports.*
- *Oversaw banking transactions as part of daily responsibilities.*
- *Took charge of various personnel-related tasks.*

🧠 SKILLS

Microsoft Excel, Tally ERP9

👤 PROFILE

Dedicated and results-driven Data Analyst with a proven track record of leveraging data to drive business decisions and improve organizational performance. Adept at translating complex data into meaningful insights, I bring a strong analytical mindset and a passion for problem-solving.

📜 CERTIFICATIONS

Master of Business Administration

Xaviers Institute of Business Management Studies (Finance and Banking Management)