

# CURRICULUM VITAE

## JAVEDHUSHENSHA SAIYAD ACCOUNTANT



### SUMMARY:

Experienced senior Accountant with a demonstrated history of working in the construction, manufacturing and trading industry. Strong professional with MBA – Finance from Gujarat Technological University. I have cross functional experienced in HR and marketing department for total 8 years.

### WORK EXPERIENCE:

#### **Darayesh The Future LLC. (Suhar – Oman)**

##### **Senior Accountant** (1<sup>st</sup> March 2019 to 24<sup>th</sup> January 2024)

- Verifying, allocating, posting and reconciling accounts payable and receivable.
- Prepare and records assets, Liability, revenue and expenses entries by compiling and analyzing account information.
- Develop accounting processes and procedure.
- Assist with Audit and taxes.
- Managing Internal Controls.
- Participate in Financial Standard Setting.
- Approve payroll payments.
- Create Financial dashboards and budgets.
- Analyze financial information and summarize financial status.
- Provide input into department's goal setting process.
- Increase company revenues and boosting profits.

#### **Rotan Est. For General Contracting. (Dammam – Saudi Arabia)**

##### **Administrative Executive** (3<sup>rd</sup> February 2016 to 29<sup>th</sup> September 2018)

- Strengthening existing customer & developing new customers.
- Formulating and implementing Business strategy.
- Accounts and finance activities: Manage Billing Desk, Account Receivables and Company Final Accounts.
- HR Activities: Recruitment, Pay Roll etc.
- Manage Office Equipment and vehicles.



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### INTERESTS

- Accounting.
- Finance.
- Administration.
- Data Analyzing.

### HOBBIES

- Reading.
- Travelling.
- Writing.
- Sports.

### LANGUAGES

- English
- Arabic
- Hindi
- Gujarati

## **OTHER EXPERIENCE:**

### **Internship project**

- Company Name: HDB financial service, Bhuj – kachchh.
- Period of training: 1.5 months. (year 2014)
- Executive training title: “to gain knowledge about financial service”
- Management Thesis Title: “to Study customer satisfaction at HDB financial service”.

## **EDUCATIONAL QUALIFICATION:**

**College:** SGJ MBA College Kodaypul-Mandvi, Kachchh.

**University:** Gujarat Technological University- Ahemdabad.

<b>Degree/ Course</b>	<b>University/ Board Name</b>	<b>Institute Name</b>	<b>Years of Passing</b>	<b>Percentage</b>
MBA	Gujarat Technological University	SGJ MBA College – Mandvi	2015	CPI-7.16
BBA	KSKV Kachchh University	Veerayatan Institute – Jakhaniya	2013	60.38%
HSC	Gujarat Board	MEWS Higher Secondary School – BHUJ	2010	63.71%
SSC	Gujarat Board	GT High School – Kothara	2008	64.77%

## **SKILLS:**

- Analytical Skills.
- Problem Solving.
- Team management.
- Active learning.
- Forecasting.
- Attention to Detail.
- Warehouse and Inventory management.
- Proficiency in accounting software.
- Effective communication.
- Adaptability.

### **IT FORTE:**

- MS Office- Excel, Word, PowerPoint.
- Advance Diploma in Software Application Programming.
- Basic Computer Course.
- Tally Prime multi users.
- Odoo Accounting Software.

### **AWARDS AND ACHIEVEMENTS:**

- Runners up in “one week for one life event” sponsored by CVG security system.
- Participated in training program “economic literacy initiative for micro entrepreneurs” at VRTI mandvi – Kachchh.
- Volunteer in college club’s activities.
- Member of school and college Sports teams.
- Participated in AYAN quiz competition
- Participated in “Blood Donation” program.
- Participated in Business Development program.
- Best Case Study Award during academic year 2014-2015.

### **PERSONAL DOSSIER:**

Full name: Saiyad Javedhushensha Gulamsha

Gender: Male

Date of birth: 21/07/1992

Marital status: Married

Nationality: Indian

Passport no.: N6600547

### **DECLARATION:**

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

**Date:**

**Saiyad Javedhushensha**

**Place:**