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# SHARUKH SHARAF

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## Objective

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I'm a highly Motivated B.Com undergraduate with a strong foundation in Financial Accounting. My academic background, combined with my practical experience, equips me with a solid understanding of financial principles and practices. In addition to my educational qualifications, I possess the following skill sets that make me well-suited for Banking and Finance roles. I am Skilled in using Microsoft Excel for data analysis and creating financial reports. Familiar with core banking operations, including account management, fund transfers, and customer service. Effective verbal and written communication skills, crucial for presenting financial data and reports to clients and stakeholders. Proven ability to collaborate effectively with cross-functional teams, ensuring seamless execution of financial projects and initiatives. Meticulous attention to detail in financial analysis and auditing, minimizing errors and ensuring compliance with regulations. I have Strong analytical skills to identify financial challenges and develop creative solutions. I am Proficient in building and maintaining strong customer relationships, vital for client-facing roles in banking and finance. I am eager to contribute my knowledge and expertise to drive financial success and provide exceptional service in this dynamic industry.

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## Experience

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- **Fairfield by Marriott International** February 2023 - August 2023  
Finance Associate
  - Operated MS Excel for communication reports and presentations
  - Assisting with the preparation of operating budgets, financial statements, and reports.
  - Processing requisition and other business forms, checking account balances, and approving purchases
  - Advising other departments on best practices related to fiscal procedures.
  - Managing account records, issuing invoices, and handling payments.
  - Collaborating with internal departments to reconcile any accounting discrepancies.
  - Analyzing financial data and assisting with audits, reviews, and tax preparations.
- **Adrak Boutique Hotels and Resorts** July 2022 - January 2023  
Accountant Associate
  - Conducting in-depth analysis of inventory data to identify trends, demand patterns, and opportunities for improvement
  - Maintaining accurate and up-to-date records of all inventory transactions, including receipts, adjustments, and disposals.
  - Maintaining accounts receivable, document bills and supporting documentation
  - Maintaining accounts payable, ensure timely payment of invoices, confirming validity of the debt and gathering appropriate signatures
  - Updating financial records via accounting software
  - Gathering payroll expenses and input into appropriate entry line
  - Preparing quarterly budget under the purview of senior management
  - Analyzing financial statements and prepare balance sheets

## • Oman Tours and Travels

June 2021 - June 2022

### Travel Consultant

- Assisted clients in planning and booking travel arrangements, including flights, accommodations, and activities.
- Provided excellent customer service by addressing inquiries, offering travel recommendations, and resolving any issues.
- Researched and stayed updated on travel destinations, visa requirements, and travel regulations to provide accurate information to clients.
- Collaborated with suppliers, airlines, and hotels to secure the best deals and packages for clients.
- Maintained detailed records of client interactions, reservations, and financial transactions to ensure smooth trip planning and customer satisfaction.

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## Education

### • Academy for Information Technology and Management Studies

January 2022 - April 2022

Diploma in Accounting

### • My Logistics Gurukul

March 2022 - April 2022

Diploma in Logistics and Air Freight Forwarding Basics

### • Institute of Travel and Tourism Studies

September 2021 - April 2022

Diploma in Airport Operations

### • University Institute of Technology

June 2018 - April 2021

B.com Tourism and Travel Management

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## Skills

Financial Analysis & Financial Planning   Budget Skills & Cost Management   Banking Regulation & Pricing  
Auditing & Accounting   Corporate Finance & Asset Management   Communication Skills  
Inventory Management   Sales and Marketing Skills   Time Management   Problem Solving  
Credit Analysis & Credit Risk   Leadership & Responsible Skills   Customer Service   MS Office Tools

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## Projects

- History of Aircraft Accidents and Incidents
- Tourist Satisfaction with a Heritage site: A Study on Koyikkal Palace, Thiruvananthapuram Kerala India

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## Internship

- Internship in Customer Services from Skyways Air Exports

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## Languages

- English
- Arabic
- Hindi

- Malayalam
- Tamil

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## Personal Details

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- Date of Birth : 08/03/1999
- Nationality : Indian
- Visa Status/Validity : 17 November 2023

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## Reference

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- **Subha .S - Adrak Boutique Hotels and Resorts**  
Executive Secretary  
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- **Fasiludheen - Oman Tours and Travels**  
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