

# RIZWAN SHAIKH BHIKAN

**EMAIL:** [sbrizm@yahoo.com](mailto:sbrizm@yahoo.com)

**UAE:** +971523445098

**IND:** +919819116557

**ADDRESS:** SHARJAH, UAE

**VISA STATUS:** OWN VISA



## PROFILE SUMMARY

- Results-driven Accounting & Sales Professional with 30+ years of experience in retail and banking, specializing in financial management, customer relations, inventory control, and audit compliance.
- Managed day-to-day accounting operations, ensuring accuracy and compliance with financial regulations.
- Processed and reconciled cash transactions, cheque payments, and credit card settlements efficiently.
- Supervised accounts payable and receivable, ensuring timely and accurate financial transactions.
- Reconciled accounts with the general ledger, maintaining precise financial records and reporting.
- Administered petty cash, maintained the petty cash register, and handled cheque payment entries.
- Oversaw fixed assets, ensuring accurate depreciation calculations and asset tracking.
- Worked as a Sales Executive cum Accountant, handling financial transactions while driving sales growth and enhancing customer relationships.
- Controlled store operations, managed stock/inventory, and safeguarded company assets.
- Collaborated in internal and external audits, ensuring financial integrity and compliance.

## ORGANIZATIONAL EXPERIENCE

**NAVI MUMBAI PROPERTIES – Mumbai, India**

**July 2024 – January 2025**

**Sales Executive cum Accountant**

- Managed financial transactions while driving sales growth, ensuring seamless coordination between sales and accounting operations.
- Processed invoices, reconciled accounts, and maintained accurate financial records to support business profitability.
- Developed and maintained strong customer relationships, increasing sales and enhancing client satisfaction.
- Monitored inventory levels, optimized stock management, and ensured accurate billing and cash handling.

**ALFARDAN JEWELLERY CO LTD – Jeddah, KSA**

**November 1998 – November 2023**

**Accountant / Cashier cum Store In-charge**

- Oversaw accounting and store operations, ensuring efficiency in financial transactions and inventory management.

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- Managed daily sales invoicing, journal entries, income & expenditure tracking, trial balance, accounts payable & receivable, and bank reconciliations.
- Handled all petty cash transactions, ensuring accurate record-keeping and proper fund allocation.
- Worked as a Cashier cum Accountant, processing financial transactions and maintaining cash flow accuracy.
- Supervised store operations, including stock/inventory control and safe management, ensuring security and optimal stock levels.

## **AWAMI MERCANTILE CO-OPERATIVE BANK LTD - Mumbai**

**March 1993 - October 1998**

### **Supervisor**

- Reviewed vouchers and financial entries, ensuring accuracy in accounting records.
- Prepared balance sheets, consolidated financial statements, and income & expenditure reports.

## **CENTAUR SALES CORPORATION, Mumbai**

**February 1992 - January 1993**

### **Sales Representative**

- Oversaw and improved sales of Telex Rolls, Fax Rolls, and Computer Stationery, catering to corporate clients across the Mumbai region.

## **ACADEMIC QUALIFICATIONS**

- Master of Commerce (M. Com) – Mumbai University, 1994
- Bachelor of Commerce (B. Com) – Mumbai University, 1993

## **CERTIFICATIONS**

- Diploma in Computer Applications
- Diploma in Software Management
- Airline Ticketing Course

## **CORE COMPETENCIES AND SKILLS**

- Financial Accounting & Reporting
- Sales & Customer Relationship Management
- Accounts Payable & Receivable Management

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- Cash Flow & Bank Reconciliation
- Inventory & Store Management
- Fixed Asset & Depreciation Tracking
- Audit Participation & Compliance
- Effective Negotiation & Client Interaction
- Team Development & Leadership

## IT SKILLS

- MS Office Suite (Word/ Excel/ PowerPoint)
- Accounting Software: Tally, Aswaq6 and Microsoft Dynamics ERP system.