

RESUME

SHAIK MAZHER

GENERAL ACCOUNTANT -

Abu Hail, Dubai, UAE.

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CAREER OBJECTIVE

Seeking for an opportunity in a reputable organization that can offer me immense opportunities to contribute my skills and knowledge of Preparing and reviewing Tax returns and contribute to maximum uptime in the productivity of the company. Driven to continuously learn and master new technologies to evaluate and implement as it relates to Business needs.

TECHNICAL SKILLS

- | | | |
|--|---------------------|--------------------------------------|
| • DRAKE SOFTWARE | • WINGS | • ODOO – ERP |
| • LACERTE SOFTWARE | • TALLY ERP9 | • Foodics POS |
| • NEST PLUS (NSE AND
BSE STOCK TRADING
TERMINAL) | • PEACHTREE | • Campu Cash POS |
| • FOCUS IERP | • MICROSOFT OFFICE | • Posify POS |
| | • I NTUIT QUICKBOOK | • XERO (Currently
Working) |
| | • SAGE 50 | |

PROFESSIONAL EXPERIENCE

GENERAL ACCOUNTANT -

**SWEET CONNECTION THE GLUTEN FREE KITCHEN/ POLLUX CAFÉ / VITALLEA/ D1 GOURMET
RESTAURANT/LE PETTI CAFÉ - AL SOOR INVESTMENT GROUP** **March 2023 till Oct 2024**
DIP-01, DUBAI, UAE.

JOB RESPONSIBILITIES:

- Manage all accounting transactions.
- Preparation of financial reports such as profit and loss statements and balance sheets
- Ensuring that all aspects of company operations are compliant with applicable laws and regulations.
- Monitoring inventory and ordering supplies from suppliers to meet demand.

- Collecting data about costs associated with production, including labor costs, material costs, and overhead costs.
- Calculating taxes due on income from operations and filing tax returns with the appropriate agencies
- Reviewing financial statements for accuracy, making adjustments when necessary
- Monitoring cash flow and making payments to suppliers and contractors on behalf of the company.
- Preparing budgets for production departments using standard cost accounting methods

GENERAL ACCOUNTANT -

GOLDEN VENUS FOODSTUFF TRADING LLC -

Sep 2022 Till Feb 2023

PORT SAEED, DEIRA, DUBAI, UAE.

JOB RESPONSIBILITIES :-

- ☐ Manage all accounting transactions.
- ☐ Prepare budget forecasts.
- ☐ Publish financial statements in time.
- ☐ Handle monthly, quarterly, and annual closings.
- ☐ Reconcile accounts payable and receivable.
- ☐ Ensure timely bank payments.
- ☐ Compute taxes and prepare tax returns.
- ☐ Manage balance sheets and profit/loss statements.
- ☐ Report on the company's financial health and liquidity
- ☐ Audit financial transactions and documents
- ☐ Reinforce financial data confidentiality and conduct database backups when necessary.
- ☐ Comply with financial policies and regulations.

GENERAL ACCOUNTANT -

AL MUHAIRI GROUPS

March 2018 to Aug 2022(4 Years & 5 Months)

AL BARSHA 02, DUBAI, UAE.

(Sub: Accounting and Management of the following companies)

(AL RAYA KITCHEN, TIMDAAD REAL ESTATE, GOOD LIFE CAFÉ & RESTAURANT, HUMYUM RESTAURANT ANDAL FANNAH RESTAURANT)

JOB RESPONSIBILITIES:

- Prepares asset, liability, and capital account entries by compiling and analyzing accounts information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.

- Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing database backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulation
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Accomplishes the result by performing the duty.
- Contributes to team effort by accomplishing related results as needed.

-PREVIOUS EMPLOYERS-

SR. TAX CONSULTANT –

ADVANTAGE ONE TAX CONSULTING FIRM PVT. LTD

(INTERNAL REVENUE SERVICE- USA)

Oct 2016 to Jan 2018

Hyderabad, INDIA

JOB RESPONSIBILITIES:

- Compute taxes owed by following tax code.

- Prepare or assist in preparing simple to complex tax returns for individuals or small businesses.
- Help taxpayers by using their federal, state and local codes and see to it that clients receive the maximum benefit permitted under the law of the government.
- Uncover potential deductions and credits.
- Advise against potential tax liabilities.
- Ensure clients do not pay unnecessary taxes.
- Review financial records such as income statements and documentation of expenditures.
- Interview clients to get a thorough picture of the financial situation.
- Verify totals on past forms for accuracy.
- Calculate and invoice for form preparation fees.
- Consult tax law handbooks for especially difficult tax returns.
- Resolve customer complaints.
- Recommend additional products and services.
- Prepare tax returns using electronic filing software.
- Ensure a copy of the completed return is provided to the customer.

RELATIONSHIP MANAGER -

HDFC SECURITIES PVT.LTD

July 2015 to March 2016

Hyderabad, India

JOB RESPONSIBILITIES:

- End to End Recruitment/ Bulk Hiring.
- Managing the recruitment cycle from Sourcing to candidate onboarding
- Managing Vendor empanelment and payout
- Co-ordinating with stakeholders for interview & salary approvals.
- Conducting initial level interviews
- Offer discussion & offer roll out.
- Employee reference check
- Managing process related MIS

FINANCIAL SERVICE CONSULTANT -

ICICI Prudential Life Insurance Company PVT LTD

July 2014 to April 2015

Hyderabad, India

JOBRESPONSIBILITIES:

- Sells finance & insurance products to customers.
- Builds rapport with customers to build a base of referrals to establish customer network.
- Maintains impeccable reputation with lenders.
- Produces & submits paperwork for title work and secures funding from finance sources in a timely manner.
- Provides customers with thorough explanation of aftermarket products and extended warranties.
- Provides customers with complete explanation of manufacturer and dealership service procedures and policies.
- Develops and monitors guidelines for working with customers to ensure maximum customer satisfaction.
- Processes finance and lease deals accurately, fairly and in accordance with local, state and federal statutes and company policies
- Conducts business in an ethical and professional manner.
- Processes all federal, state, and dealer paperwork related to vehicle transaction.
- Understands and complies with all federal, state, and local regulations that affect the new- and used-vehicle and finance departments.
- Completes paperwork necessary for vehicle sales and leases in a timely and efficient manner.
- Checks all paperwork for, but not limited to, correct title, lien information, taxes, consumer information before forwarding to accounting.

RESEARCH ASSOCIATE -

MAR QRESEARCH PVT LTD

July 2015 to January 2018

Hyderabad, India

JOB RESPONSIBILITIES:

- Meeting and liaising with clients to negotiate and agree research projects.
- Preparing briefs and commissioning research
- Formulating plans or proposals to present to your client or senior management.
- Writing and managing the distribution of surveys and questionnaires
- Briefing interviewers and researchers
- Liaising with and managing survey staff

- Moderating focus groups
- Undertaking ethnographic research (observing people in their homes and other environments)
- Conducting qualitative or quantitative surveys, which may involve field, interview, or focus group assessments.
- Using statistical software to manage and organize information.
- Monitoring the progress of research projects
- Analyzing and interpreting data to identify patterns and solutions, including surveys and focus group transcripts.

EDUCATIONAL QUALIFICATION

MASTER OF BUSINESS ADMINISTRATION (M.B.A) in Finance and Marketing from Osmania University

Hyderabad (2014)

ADDITIONAL ACTIVITY

N.C.C (National Cadet Corp, Indian Army) Passed with **Certifications** of **B** and **C** in the year **2009-2011** (2 Year)

- Certificates awarded by Indian Army are (1) B Certificate and (2) Certificate.
- To expose young cadets to a regimental way of life' which is essential to inculcate in them the values of discipline, duty, punctuality, orderliness, smartness, respect for the authorities, correct work ethos, and self- confidence.

PERSONAL DETAILS

Name	:	Shaik Mazher
Father's Name	:	Shaik Mahmood
Nationality	:	Indian
Marital Status	:	Married
Reference	:	Available Upon Request