



RUKHSAR SHAIKH



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Abu Dhabi , UAE



PROFESSIONAL SUMMARY

Focused and dependable data and accounts assistant with experience in managing records, entering accurate data, and supporting financial workflows. Proven track record in delivering timely results in both government and private setups with minimal supervision.



WORK EXPERIENCE:

MILITARY ENGINEER SERVICES,

Data Entry Operator

Feb 2022 – April 2024

- Digitized and updated departmental records with high accuracy
- Maintained logs, registers, and correspondence for internal audits
- Supported daily operations in a fast-paced government unit
- Delivered confidential assignments on schedule

VASCO – GOA

Account Assistant

Mar 2021 – Jan 2022

- Recorded accounting entries in Tally ERP
- Prepared GSTR-1 and GSTR-3B returns
- Managed filing, reconciliation, and data upkeep
- Assisted in supporting client-side queries



EDUCATION:

- Bachelor of Commerce (Honours)
- Murgaoon Education Society's College of Arts & Commerce
- Goa University | 2017 – 2020 | Final Grade: B+ (CGPA 7.3)



CERTIFICATIONS:

- **Certificate Course in Practical Banking** – Feb 2019, 2 Credits
- **Certificate in Tally ERP 9 with GST** – Aug 2019, 2 Credits
- **PG Diploma in Computer Applications (PGCDA)** – Mar 2017 to Mar 2018



KEY ACHIEVEMENTS

- Successfully completed 1-year PG Diploma in Computer Applications with Grade A, mastering tools like Tally, Photoshop, and MS Office
- Filed multiple GST returns (GSTR-1 & GSTR-3B) error-free during tenure at an accounting firm
- Managed and digitized over 500+ official documents during service at Military Engineer Services
- Awarded certificates in Practical Banking and Tally with GST within tight academic schedules
- Maintained consistent academic performance with a final B+ grade in B.Com with Cost Accounting specialization



CORE SKILLS:

- Tally ERP 9 & GST filing (GSTR-1, GSTR-3B)
- Account entry, ledger maintenance, and reconciliation
- Proficient in MS Office and data documentation
- Fast and accurate data entry with attention to detail
- Able to manage tasks independently and meet deadlines



LANGUAGES:

- English
- Hindi



REFERENCES:

- Available upon request.