



SHAHZAD ALI

Accountant / Customer Service

Results-driven professional with 8+ years of experience in accounting, sales, and after-sales services. Proficient in Tally ERP with excellent communication skills.



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UAE (On Employment Visa)



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SKILLS

Tally Prime

Customer Service

Sales Operation

Office Automation

LANGUAGES

Arabic

Professional Working Proficiency

English

Professional Working Proficiency

Hindi

Professional Working Proficiency

Urdu

Native or Bilingual Proficiency

WORK EXPERIENCE

General Accountant Al-Mualim Electronics L.L.C

2016 - Present

Sharjah, UAE

Tasks

- Maintain accounts in TALLY Prime.
- Manage purchases, sales, and inventory.
- Track receivables and payables.
- Prepare reports and queries.
- Maintain employee timesheets and prepare salaries.
- Manage supplier/customer data in MS Excel.
- Prepare financial statements (P&L, Balance Sheet).

Customer Service Al-Mualim Electronics L.L.C

2016 - Present

Sharjah, UAE

Tasks

- Provide exceptional pre-sales and post-sales service.
- Respond to customer inquiries and complaints via mail or phone.
- Manage incoming phone calls related to customer service matters.
- Maintain accurate records of customer sales orders and invoicing.
- Analyze and improve customer service functions to meet company objectives.

EDUCATION

Bachelors in Computer Science

DECLARATION

I certify that the information furnished above is correct and complete to the best of my knowledge and belief.