



# SAHIL SHIEK

## ACCOUNTANT

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### PROFILE SUMMARY

“Organized purposeful accounting professional with reputed experience seeking a full-time position with reputable organization for assisting with financial assessment, budgeting, follow up as well as leadership, natural flair for effective communication. strong interpersonal skills and ability to take initiative, makes suitable for any position”.

### EDUCATION

#### St. Aloysius college (Autonomous)

2017 - 2020  
Mangalore, Inida

- Bachelor in Business Administration (BBA) <https://www.stalloysius.edu.in/>

#### Pandiyaraj ballal pre university college

2015 - 2017  
Mangalore, Inida

- Computer science, Accountancy, Economic, Business management (CEBA)

#### Hazrath sayyed madani english medium school

Mangalore, Inida  
2005 - 2015

- Grade 10 - science, mathematics, social, languages

### WORK EXPERIENCE

#### Al Qersh al rayeda technical trad. & cont. SPC

2021 - 2023  
Muscat, Oman

*A well Excellence company in Oman & UAE*

*Achievements/Tasks*

- Maintain accounts payable AP & Accounts receivable AR.
- Stock inventory purchase & sale register.
- Prepare VAT input and output payable in quarterly.
- Prepare salary payroll.
- Handling petty cashbook.
- Maintain vehicle equipment status & manpower record.
- Reconciling the bank and cash flows.
- Maintain all records, data and report to superior.

Contact : Mr. Safeek Ahmad (Commercial manager) - safeek070@gmail.com

#### Accounts desk tax & financial consultant

2020 - 2021  
Mangalore, Inida

*A accounts practitioner of tax and GST consult*

*Achievements/Tasks*

- Computation of income tax, service tax (GST)
- Maintain AP (Accounts payable & AR (Accounts receivable)
- Applying & register of PAN in Gov NSDL sites.
- Prepare and finalizing of income statement
- Handle all book related operations, reconcile and submit monthly report to management.

Contact : Mr. Ayub UM (Auditor) - desk4424@gmail.com

### PROFESSIONAL SKILL

- Communication
- Time mangt.
- Listening
- Problem solving

### LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Arabic (Begin.)
- Kannada (Fluent)
- Malayalam (Fluent.)
- Tamil (Inetr.)

### PERSONAL INFO.

- Age & DOB - 25, (09/05/1999)
- Religion - Islam
- Nationality - INDIAN
- Driving License - Oman (122781112)
- Visa status - Visit visa

### COMPUTER SKILLS

- MS Excel
- Tally ERP prime
- MS office word
- MS Powerpoint