



✉ shadab.rkt@gmail.com

☎ +971 562307645

📍 Dubai, U.A.E

🇮🇳 Indian

SKILLS

- Financial Analysis & Planning
- Tax preparation & Advising
- Accounts Payable & Receivable
- Financial Reporting
- Client Relationship Management
- Inventory Management
- Budgeting & Forecasting
- Good Knowledge in Tally.ERP and MS Excel
- Excellent communication and organizational skills

EDUCATION

-MBA - Finance & International Business, 2023

Jamia Hamdard

-BBA - General 2021

IMS Noida

-CBSE 10+2 2018

Nirmala Convent High School

CERTIFICATES

- UAE VAT Taxation System
- NISM Research Analyst
- NISM Mutual Fund Advisor

LANGUAGES

- English
- Hindi

Mohammad Shadab

Summary

A young enthusiastic and sincere individual who can learn and adapt quickly to new challenges and prove to be an asset to the organization. A Detail-oriented and highly motivated finance and accounting professional with 2 years of experience in financial analysis, taxation, accounting, financial reports, portfolio monitoring and investment strategies.

WORK EXPERIENCE

Finance Advisor

Freelance Associate

06/2023 - Present

- Managing and advising a client portfolio, providing customized financial planning, strategic investments and financial instruments like Mutual Funds.
- Conducted market research, analyzing historical data provided personalized financial advice and tailored investment strategies to meet client's short-term and long-term objectives and risk tolerance.
- Conducted due diligence on potential investment opportunities, assessing risks and returns.
- Collaborate and meeting with other professionals like investment advisors, Brokers to discuss investment strategies and market trends.
- Provided ongoing portfolio monitoring and rebalancing to ensure alignment with client's financial objectives.
- Educated clients on various financial products, investment options and taxation to help them make informed decisions.
- Prepared detailed reports and presentations for client meetings, ensuring clear communication of complex financial concepts.
- Achieve a 90% client satisfaction rate with a high levels of satisfaction with services provided.

Accountant

Mansuriya Agencies

05/2020 - 07/2021

A leading FMCG firm that serves products like Colgate, and Godrej to the whole District Retailers.

Responsibilities :

- Analyzing and managing all financial transactions and entries related to FMCG products using MS Excel and Tally. ERP software ensures accurate and up-to-date financial records.
- Managed accounts receivable, including invoicing, tracking payments, and ensuring timely collection, optimizing cash flow for the firm.
- Review periodic physical inventory to match with system stock and have to updates in MS Excel and Tally.ERP.
- Assisted in the preparation of claiming and filing of GST tax returns, and prepared monthly GST Tax reports.
- Follow up with sales team about overdue payments.
- Supported in monthly closing processes and helped prepare reports for management review.
- Assisted in the preparation of budgets and forecasts
- Follow up with senior accountant to gain insight into daily operations.