



ZEESHAN SHEIKH

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PROFESSIONAL CAREER	SERVICE ORIENTED	ACCOUNTANT
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I am an energetic, hardworking and experienced accountant with a strong background in financial management and analysis. Skilled in preparing and maintaining accurate financial records, managing budgets, and ensuring compliance with accounting standards and regulations. Detail-oriented and analytical, skilled at identifying and resolving discrepancies to ensure accuracy of financial data. Who has acquired extensive knowledge in the field through the study of accounting and finance at master's degree level and through previous work experience in establishing a business need? Additionally, I have strengthened my skills in a working environment with nearly "10" years of experience, which includes developing a mature and responsible approach to any task, or position that is presented to me.

EMPLOYMENT DETAILS

MEGA SEA SHIPPING LLC, DUBAI

15th Nov 2022 to 27th Dec 2023

Job Title: ACCOUNTANT

- Prepare financial statements (balance sheet, income statement, cash flow statement) in compliance with accounting standard.
- Maintain and update financial records, including ledgers, accounts payable, and accounts receivable.
- Perform routine bookkeeping tasks such as recording financial transactions, balancing accounts, and ensuring accuracy.
- Generate financial reports, statements, and summaries as required by management or regulatory authorities.
- Assist in the preparation of budgets and financial forecasts based on historical data and business trends.
- Reconcile bank statements, vendor statements, and other financial discrepancies.
- Ensure compliance with tax regulations and assist in the preparation of tax returns.
- Provide support during internal and external audits by preparing necessary documentation and reports.
- Monitor and manage company expenses, ensuring adherence to budgetary constraints.
- Conduct financial analysis to identify trends, variances, and areas for improvement.
- Taking a proactive role in managing and collecting debts of company debtors.
- Evaluating new credit requests and reviewing customers' credit rankings with banks.
- Setting up of terms and conditions of credit.
- Manage balance sheets and profit/loss statements.
- Handle monthly, quarterly and annual closings.
- Records and reports financial transactions and manages revenue, expense, asset, liability and equity accounts.
- Responsible for recording accounting adjustments, accruals, allocations, currency revaluations and translations.
- Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
- Reconciling processed work by verifying entries and comparing system reports to balances
- Maintaining historical records
- Paying employees by verifying expense reports and preparing pay checks
- Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding finance
- Preparing analyses of accounts and producing monthly reports
- Continuing to improve the payment process
- Manage all accounting transactions.
- Prepare budget forecasts.
- Publish financial statements in time.

INTERNATIONAL TEXTILE EXPORTER FZE, JABEL ALI DUBAI**02nd Nov 2021 to 05th Nov 2022****Job Title: - ACCOUNTANT**

- Prepare financial statements (balance sheet, income statement, cash flow statement) in compliance with accounting standards.
- Analyze financial data to identify trends, discrepancies, and opportunities for improvement
- Provide insights and recommendations based on financial analysis to support strategic decision-making
- Assist in developing annual budgets and forecasts in collaboration with management and other relevant departments
- Monitor actual performance against budgets, investigate variances, and provide explanations to management
- Prepare and file tax returns accurately and in a timely manner, ensuring compliance with tax laws and regulations.
- Stay updated on changes in tax laws and regulations, advising the organization on tax implications and strategies for tax optimization.
- Maintain and reconcile accounts, ensuring accuracy and completeness of financial records.
- Manage cash flow to meet operational needs and optimize investment opportunities.
- Monitor and analyze bank transactions, reconcile bank statements, and manage relationships with financial institutions.
- Utilize accounting software and other financial tools to streamline processes and enhance efficiency.
- Oversee the general ledger and ensure accurate recording of financial transactions, including journal entries, reconciliations, and adjustments.

AUTOMAK AUTOMOTIVE COMPANY, K.S.C.C KUWAIT**09th March 2019 to 10th Oct 2021****Job Title: ACCOUNTANT**

- Maintain and update financial records, including ledgers, journals, and financial statements.
- Record financial transactions accurately and in a timely manner.
- Manage accounts payable and accounts receivable.
- Process invoices, receipts, payments, and other financial transactions.
- Reconcile bank statements, ensuring that they match the company's records.
- Reconcile accounts to ensure accuracy and completeness.
- Monitor budget variances and provide explanations for any discrepancies.
- Generate various financial reports for management and external stakeholders.
- Prepare and file various tax returns, ensuring compliance with tax laws.
- Investigate and resolve discrepancies or issues in financial records.

GULF FOOD PRODUCTION W.L.L, DOHA, QATAR**21st June 2016 to 30th Feb 2019****Job Title: ACCOUNTANT**

- Maintain and update financial records, including ledgers, journals, and accounts payable/receivable records.
- Accurately record financial transactions and ensure all entries are properly classified and documented.
- Assist in month-end and year-end closing processes, including preparing financial statements and reports.
- Generate and process invoices for clients or customers and verify billing accuracy.
- Reconcile bank statements to the general ledger to ensure accurate cash balances and resolve any discrepancies.
- Process employee expense reports, verify expenses, and ensure compliance with company policies.
- Support in preparing documentation and information for internal and external audits.
- Ensure compliance with relevant financial regulations and standards.
- Utilize accounting software and tools proficiently to maintain accurate financial records and streamline processes.

EXPLORER EMPLOYMENT SERVICES, ABU DHABI, UAE**09th May 2014 to 10th May 2016****Job Title: ACCOUNTANT & ADMIN ASSISTANT**

- Collect daily, weekly or monthly timesheets
- Handle cash, credit, or check transactions with customers
- Scan goods and collect payments
- Reconcile invoices and identify discrepancies
- Create and update expense reports.
- Process reimbursement forms.
- Prepare bank deposits.
- Enter financial transactions into internal databases.
- Maintain digital and physical financial records.
- Participate in quarterly and annual audits.

ACADEMIC BACKGROUND

Masters of Business Administration (**Finance & Accounts**)
Bachelors of Commerce (**Accounts Hon's**)
Intermediate (N.I.O.S, Board Delhi)
Matriculation (J.A.C, Board Ranchi)

RBT University, Bhopal MP
Dr. C. V. Raman University, Kota
D. B. M. S. School, Jamshedpur
Mrs. KMPM High School, Jamshedpur

PASSPORT DETAILS

Passport No.	X8424227
Date of Issue	28/04/2023
Date of Expiry	27/04/2033
Place of Issue	DUBAI, UAE

PROFESSIONAL CERTIFICATION

Completed **Tally 0.9 & Tally Prime** from PMKVY, Central Government of India.
Completed **SAP Finance & Controlling** from Open SAP Institute.
Completed **Business Accounting & Taxation** from IIM Skills.
Pursuing in **US-Certified Management Accountant** from ICMA.

PROFESSIONAL SKILLS

- **HARD SKILLS**

MSOffice (word, Excel, PowerPoint & Access)
Windows & Internet Applications
Microsoft 360 Outlook & Dynamics
SAP FICO & S/4 HANA Finance
Oracle Fusion Finance Application
Tally 9.1 from Internet Global System.
Diploma in (Logistic/SCM) from PMKVY, Central Government.
Quick Book Online
Zoho Book
Net Suite

- **SOFTSKILLS**

Negotiation Skills
Adaptability
International Finance Reporting System
Collaboration
Strong work ethics
Problem solving
Analytical Skills
Time management
Business Acumen
Interpersonal Skills

PERSONAL DOSSIER

Date of Birth	01 st April, 1991
Permanent Address	15A, A. Block, line.no.2 Dhatkidih, Bistupur, Jamshedpur-831001 Jharkhand (India)
Father's Name	Shekh Murad
Marital Status	Married
Language Known	English, Hindi, Urdu & Arabic

(Shekh Zeeshan)