

SHADAB ALAM

ACCOUNTANT CUM ADMIN

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SUMMARY

I am an organized and results-driven accountant and administrator with expertise in financial reporting, budgeting, and office management.

Skilled in using Tally Prime, Microsoft Excel, Word, Google Sheet and other accounting software, I ensure accuracy in financial statements, tax compliance, and administrative efficiency. I am committed to streamlining processes and improving overall operational productivity.

WORK EXPERIENCE

Accountant

Blue Iris Software Trading LLC Dubai UAE

May 2024 - Present

- Entered financial data and maintained accurate records in both Microsoft Excel and Google Sheets, ensuring data integrity and accuracy.
- Created and maintained detailed financial reports, performing complex data analysis using formulas, pivot tables, and VLOOKUP.
- Performed regular reconciliations of bank statement and other accounts.
- Resolve discrepancies through investigation and implemented corrective measure.
- Cleaned and validated large sets of data for accurate reporting and analysis.

Accountant cum admin

Hera Public School

Aug 2021- Nov 2023

- Managed student records, and tuition payments, created examination papers for academic assessments.
- Making joining offer letters and other activities related to employee.
- Handle petty cash and expenses ensure accurate reporting of financial transactions.
- Processed attendance and payroll for all staff and workers.
- Organized and maintained filing systems for easy retrieval.
- Handled confidential information school office duties, including filing, correspondence, and scheduling.

Accountant

Azmi Plywood Industries

Jan 2020 - July 2021

- Prepared and analyze monthly, quarterly, and annual financial statement.
- Maintained and reconcile manufacturing inventory records to ensure accuracy.
- Assisted with the preparation and filing of tax returns.
- Process vendor invoices, match them with purchase and sales orders, and ensure timely payments.
- Managed the accounts payable receivable processes for procurement, ensuring timely invoice approvals, payment scheduling, and accurate bookkeeping.

EDUCATION

Bachelor of Business Administration (BBA)

2017 - 2019

Babu Banarsi Das University

Lucknow U.P. 226028 -India

Advance Diploma Computer Application (ADCA)

2021 - 2022

Hi Tech Computer Education

Azamgarh U.P. India

ADDITIONAL INFORMATION

- **Technical Skills:** Tally Prime, Microsoft Office (Excel, Word) Strong Finance Knowledge, Financial Reporting, Data Mining and Analysis, Team Collaboration, Decision Making, Observation, Communication Skills, Multi Tasking, Attention to Details, Problem Solving
- **Languages:** English, Hindi, Urdu