**RESUME**



**SHAIK IRSHAD**

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**+91 9353586577**

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| **Career Objective** |  |

To serve and obtain the position in the industry/organization where my skills, abilities and Experience are utilized to the maximum extent, thereby contributing to the growth of self and the company/Origination.

**Personal Skills**

Team Working, positive outlooks, motivation, discipline, empathy, creativity, transparency, adaptability, and goal-driven mindsets

# Computer Competencies

Packages Used : MS Office, MS Excel, MS PowerPoint, C++, HTML

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| **Academic Profile** | |
| **S.No Examination University/Board Year Percentage** |  |
| 1 PUC PU BOARD BANGALORE. 2015 60.83% |  |
| 2 SSLC KSEEB BANGALARU 2015 79.04% |  |
| **Work experience** |  |

* Working as a Accounts Manager and Office Administrator for Shailaja Industries, Raichur - Karnataka
* Worked as Accounts Manager at Vikas Industries, Raichur, Karnataka.

# Roles & Responsibilities In Shailaja Industries

I am working as a Accounts Manager and Office Administrator. As I deal with Inward and Outward supplies Invoices, Taxes and other required data that needs to be uploaded for Taxation’s and dealing with office management and their respective work flow effectively.

**Accounts Management:**

Invoices Handling:

Manage both inward and outward invoices efficiently. This includes receiving invoices from suppliers (inward) and issuing invoices to customers (outward) using Tally ERP.

Ensure accuracy in invoice details such as item descriptions, quantities, prices, and applicable taxes.

Taxation Compliance:

Understand and adhere to taxation regulations relevant to your jurisdiction (e.g., GST, VAT, income tax).

Prepare and file tax returns accurately and on time, ensuring compliance with all legal requirements.

Financial Reporting:

Maintain comprehensive records of financial transactions. This includes recording income, expenses, assets, and liabilities.

Use accounting software or spreadsheets to organize and analyze financial data for reporting and decision-making purposes.

**Office Administration:**

Workflow Coordination:

Oversee the workflow within the office to ensure tasks are completed efficiently and deadlines are met.

Delegate tasks appropriately and monitor their progress to ensure productivity and quality standards are maintained.

Resource Management:

Manage office resources effectively, including office supplies, equipment, and facilities.

Negotiate contracts with vendors and service providers to ensure cost-effectiveness and quality of services.

Communication and Coordination:

Serve as a point of contact for internal and external stakeholders regarding financial matters and administrative issues.

Facilitate effective communication between departments to ensure smooth operations and alignment with organizational goals.

Compliance and Policy Adherence:

Ensure compliance with company policies and procedures related to finance, accounting, and general office administration.

Implement internal controls to safeguard financial assets and minimize risks.

Skills and Qualifications:

Attention to Detail: Accuracy in financial records and adherence to taxation regulations are critical.

Organizational Skills: Ability to manage multiple tasks and prioritize effectively.

Analytical Skills: Proficiency in analyzing financial data and generating meaningful insights.

Communication: Clear and effective communication with stakeholders at all levels.

Problem-Solving: Ability to identify issues and implement solutions promptly.

Conclusion:

As an Accounts Manager and Office Administrator, my role involves not only in managing financial transactions and ensuring compliance with taxation laws but also overseeing the administrative functions of the office. By maintaining accurate financial records, coordinating workflows, and fostering effective communication, you contribute significantly to the overall efficiency and success of the organization.

* Leadership
* Motivating the team
* Managing Man Power
* Financial management & Compliance And regulatory adherence.

# Personal Details

Name : SHAIK IRSHAD

Date of Birth : 11TH JUN, 1999

Mobile : +91-9353586577

E-mail : [**ishaik047@gmail.com**](mailto:ishaik047@gmail.com)

Language known : English, Hindi, Kannada, Telugu

Gender : Male

Marital Status : Single

Nationality : Indian

**Permanent Address**

H.NO 12-6-563

L.B.S NAGAR

RAICHUR-584101

MOB.NO.-9353586577

I, Shaik Irshad hereby declare that above mentioned details are complete best to my knowledge

PLACE :RAICHUR **Very Truly Yours**

DATE : SHAIK IRSHAD