

ABDUL ZAHID

Accounting Administrative Assistant

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EXPERIENCE

Administration Assistant

Indigo Fast Service - Doha , Qatar (2024-2025)

- Managed daily schedules, appointments, and meeting room availability for employees.
- Provided internal customer service and processed employee applications, permits, and forms.
- Handled cash receipts, prepared daily reports, and assisted in billing and account reconciliation.
- Maintained accurate timekeeping records, including sick leave, absences, and overtime.
- Composed and dispatched correspondence, and managed incoming and outgoing mail.
- Suggested process improvements to enhance department efficiency

Forex and Equity Analysis

Arham Trading - Kerala (2023-2024)

International Market Trading (NSE , BSE , FOREX & CRPTO)

- Executed Forex and equity trades, achieving consistent returns and minimizing risk.
- Collaborated with team members to refine trading strategies and improve performance
- Analyzed market trends and news to inform strategies and optimize trades.
- Applied risk management techniques, including stop-loss strategies, to protect portfolios.

Accountant Assistant

Liberty School Of Commerce - Internship (2021-2023)

Commerce And Taxation Course Institute

- Assisting with financial reporting:** Supporting in preparing monthly, quarterly, and annual financial statements
- Invoice management:** Reviewing, processing, and recording invoices accurately
- Reconciliation:** Ensuring accurate reconciliation of accounts, including bank statements and credit card transactions
- Data entry:** Inputting financial data into accounting software and systems.
- Accounts payable/receivable:** Assisting with processing payments and managing outstanding invoices.
- Budget tracking:** Helping monitor budget variances and ensuring expenditures align with financial goals.

EDUCATION

Pre School

Shantiniketan Indian School

01/2002 - 01/2009 Doha, Qatar

SUMMARY

Detail-oriented Office Administrator with expertise in scheduling, timekeeping, cash handling, and document management. Skilled in providing internal customer service, maintaining office operations, and supporting billing and account reconciliation. Strong multitasker focused on accuracy, efficiency, and process improvement.

STRENGTHS

Financial Modelling

Proficient in Financial Modelling Software, such as MS Excel and Google Sheets

Analytical Skills

Strong analytical and problem-solving skills

Communication

Excellent communication and presentation abilities

Attention to Detail

Attention to detail and ability to work under tight deadlines

Time Management

Expertise in managing project timelines and meeting deadlines

Financial Controlling

Proficient in financial controlling, such as monitoring and managing financial performance, analyzing financial data, and making strategic decisions to optimize financial resources

Commercial Research

Ability to conduct research and analysis to gather information about markets, competitors, customers, and industry trends

LANGUAGES

English	Native
Malayalam	Native
Hindi	Proficient
Arabic	Advanced
Tamil	Advanced

EDUCATION

Bachelor of Commerce & Taxation

Manglore University

📅 04/2016 - 04/2019 📍 Karnataka, India

US CMA

Institute of Management Accounting

📅 02/2020 - 01/2021 📍 Karnataka, India