



# AFRAN SHAIKH

Accountant

## OBJECTIVE

Result-driven professional with experience in **Accounting Operations**; targeting to express potential in challenging assignments with an esteemed organization.

## CONTACT

+971562480749 UAE



afrans18@gmail.com



## CORE COMPETENCIES

Accounting Operations

Accounts Payables & Receivables

General Ledger Accounting

Internal Audits

Cash Flow

MIS Reporting & Documentation

Cash & Bank Reconciliation

Cross-Functional Coordination

## PROFILE SUMMARY

- Experienced in **accounts functions** including maintenance & finalization of accounts, working capital management, ledger books, report management & building internal financial controls.
- Insightful knowledge in **monthly books closure**, preparation of MIS reports, while effectively administering **Accounts Payable (AP) & Accounts Receivable (AR) Processes** & vendor relations.
- Leveraged capabilities in managing **Direct and Indirect Tax Compliances** including, TDS, TCS, Service Tax, Profession Tax, VAT; ensured timely & correct payments of the same. Successfully achieved an efficiency improvement by implementing streamlined tax audit processes, resulting in significant time and cost savings for the organization.
- Expertise in **Bank Reconciliation** Statement Preparation, Invoice Making and Financial Statements Preparation; proficient in ensuring complete adherence to the **accounting controls** by following **policies & procedures** in compliance with **legal and regulatory requirements** and as per internally proposed **SOPs**.
- Proficient in **Trial Balance Review & Finalization**; resourceful in managing day-to-day accounting functions including payables management, accounts reconciliation and statutory compliance.
- An effective communicator with an innate capability to manage & prioritize tasks** in high pressure, possess analytical thinking and strong innovative & problem-solving capability.

## TIMELINE

B.Com. from Goa University

Caculo Earthmovers Pvt. Ltd. (JCB)



## COMPUTER COURSES

- Advance Diploma in Computer Application ADCA** from Digicom Computer Academy.
- MS Excel, Coral Draw, Adobe Photoshop, PageMaker, PowerPoint, Tally ERP**

## WORK EXPERIENCE

May'22 to Present: Caculo Earthmovers Pvt. Ltd  
As Account Executive

Software Used: SAP Business One software

### Significant Highlights:

- Recorded & meticulously maintained all day-to-day business transactions, including **payments, receipts**, ensuring accuracy & compliance with accounting standards.
- Ensured the **up-to-date status of bank accounts** by diligently posting daily transactions, maintaining financial transparency, and facilitating informed decision-making.
- Maintained meticulous records & files in an organized manner**, optimizing accessibility and efficiency in financial data management.
- Monitored & recorded all **expenses, conducting regular reviews to track expenditure trends** and ensure financial accountability on a monthly basis.
- Managed **accounting payable tasks**, including the identification and posting of expenses, recording of TDS entries, and vendor payment processing, ensuring timely and accurate financial reporting.

## PERSONAL DETAILS

---

**Date of Birth:** 24<sup>th</sup> August 1998

**Languages Known:** English, Hindi, Konkani

**Address:** Deira, Dubai

**Visa Type:** Visit Visa

- Oversaw **accounting receivable activities**, providing comprehensive reports on debtors aging to management for informed decision-making.
- Conducted **monthly TDS payable reconciliation & payment working**, preparing outstanding reports to facilitate financial analysis & planning.
- Managed **petty cash operations**, including cash deposits into bank accounts and vendor payments, ensuring compliance with financial protocols.
- Spearheaded the setup of roles & organization levels, as well as **master data creation and management in systems** like General Ledger (GL), Accounts Payable (AP), and Accounts Receivable (AR).
- Led **fixed asset accounting processes** and facilitated the preparation of financial statements, ensuring regulatory compliance & accurate financial reporting.
- Executed **basic financial reports within SAP**, including document parking and Special GL transactions, facilitating effective financial analysis and decision-making processes.

## INTERNSHIP

---

**Duration:** 1 Month

**Company:** Manguirish Enterprises Wholesale Distributor for Amul Ice-Cream & Products, Curchorem

- **Stocks checking Filing Invoices**
- **Depositing cash in Bank**