

SHAIK SHAFI UDDIN

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Seeking assignments as Accounts Assistant for UAE job market in a high growth-oriented organization in the Service Sector.

Professional Synopsis

Accomplished Accounts Assistant with 4 years of robust experience in financial accounting, bookkeeping, and data reconciliation within dynamic Indian business environments.

Proficient in accounting software, including Tally ERP 9, and Microsoft Excel. Ready to contribute to UAE organizations with strong analytical and compliance skills.

Organizational Experience

➤ **HR SURGICAL AND PHARMA AGENCY, INDIA.**

Duration: From Dec 2021 to Dec 2024.

Role: Account Assistant.

➤ **SAI RAM SELECTION TEXTILE, INDIA.**

Duration: From Aug 2020 to Oct 2021.

Role: Account Assistant.

Duties & Responsibilities

- Maintain accurate and up-to-date financial records, including general ledgers, accounts payable, and accounts receivable.
- Enter financial data into accounting software (e.g., Tally ERP-9 & Metalink)
- Prepare and verify invoices, ensuring accuracy before sending to clients or vendors.
- Manage accounts payable (e.g., processing supplier invoices) and accounts receivable (e.g., tracking payments).
- Organize and file financial documents such as receipts, invoices, and expense reports.
- Provide clerical support to accountants, including filing, handling mail, answering phone calls, and responding to emails.
- Assist with scheduling appointments, managing correspondence with clients and suppliers, and coordinating with other departments.
- Communicate with clients to address inquiries about invoices or payments and resolve discrepancies.
- Maintain client and vendor records in collaboration with accounting professionals.
- Handle petty cash transactions and maintain petty cash records.
- Perform bank reconciliations to ensure accurate records of financial transactions.
- Generate periodic financial reports for management, ensuring clarity and actionable insights to support decision-making.
- Oversee end-to-end payroll processing, ensuring timely and accurate salary

disbursements, deductions, and benefits calculations.

- Prepare payroll reports and coordinate with HR to ensure alignment with employee contracts and policies.
- Manage procurement processes, with a focus on sourcing medicine and related materials, ensuring cost-effectiveness and quality.
- Negotiate contracts and terms with suppliers to optimize pricing, delivery schedules, and payment terms.
- Monitor inventory levels, coordinate with suppliers, and maintain procurement records for audit and budgeting purposes.
- Utilize accounting software (e.g., Metalink, Tally ERP-9) systems to enhance efficiency in financial and procurement processes.

Additional Skills

- Excellent communication skills both verbal and written
- General understanding of computerized accounting systems
- Strong problem identification and problem resolution skills
- Good interpersonal and customer service skills

Academic Credentials

- Bachelor of commerce (**B. Com** 3 Years) From Osmania University India

Accounting Packages

- Diploma in Tally ERP 9, Tally 7.2, Focus, Quick Book, Metalink & Wings.

Personal Details

- Date of Birth: 15th Mar 1996
- Passport Number: U7058887
- Visa status: Visit Visa (Valid till 26th June 2025)
- Marital Status: Single
- Nationality: Indian
- Languages Know: English, Hindi & Urdu.