

JAFER SADIQUE H SHAIKH

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Career Objective

- To work for an Organization by taking Responsibilities and strive for collective Growth and Development.
- To continuously improve my knowledge and skills, there by contributing my level best for company's Growth.
- To work with Perseverance and a Positive Mental Attitude.

Academic Qualification

- **Bachelor of Commerce- Bangalore university**
- **Diploma in IFRS – Certification from Earnst & Young.**

Software Skills

- Hands on Experience in using the **SAP tool.**
- Certificate in Accounting Software **Tally 7.2.**
- Sound Knowledge of **MS Office Suite.**
- Well Experienced in using Internet applications.
- Ability to learn quickly any new software implemented by company

Organizational Experience No 1

PARADIGM FACILITY MANAGEMENT SERVICES (Bangalore, India)

Worked as Assistant Accountant

Duration: 10th Sep 2014 to 5th June 2015 (10 Months)

Responsibilities

- Maintaining Basic Accounts, Book Keeping
- Reconciliation of Bank Statements
- Ledger entries & Journal entries
- Invoice entries & Cross checking

- Recording all cash activity on a daily basis.
- Recording all bank receipts and payments activity on a daily basis in to TALLY ERP system.

Organizational Experience No 2.

Tesco Hindustan Ltd (Bangalore, India)

Worked as Account Executive

Duration: July 24th 2016 to August 31st 2017 (1.1 Years)

Responsibilities towards Tesco Organization. (Accounts Payable Activities)

- Validating invoices for accuracy, assigning correct vendor code.
- Reconciling vendor details.
- To enter invoice information into Oracle Accounts Payable system to generate payment vouchers.
- Validating that goods were received and that proper prices have been invoiced in accordance with the purchase order.
- Ensures invoices are only paid once.
- Ensures timely payment of all invoices to avoid late payment fee and optimize cash discounts.

Additional work with Accounts Payable

- Completed Daily sales Reports within deadline.
- Analyze the financial results of each store and report to manager if required.
- Worked on sales reconciliation.

Responsibilities towards Tesco Organization. (Accounts Receivable Activities)

- Monitor accounts to identify outstanding debts
- Collections Payments on past due bills.
- Arrange for debt repayment or establish repayment schedules, based on customers' financial situations.
- Advise customers of necessary actions and strategies for debt repayment.
- Credit note request had been reviewed and properly authorized.
- Proper explanation as to why the credit is required.
- Prompt investigation of credit issuance and disputes with billing amount.
- Preparing the credit note analyze report end of every month.
- Issuance of Credit to correct customer as per request received.
- Applied the credit to invoice in oracle on the daily basis.

Achievements

- Created Dash Board for Accounts Receivable process.
- Implemented the automation to accounts receivable invoicing process in excel.
- Received Appreciation Mail from management for creating the Dash Board.

Organizational Experience No 3.

INTELYGEN

Advance Learning and Business Solutions LLP (Bangalore, India) worked as Accountant and Admin head

Duration: 1st January 2018 to 31st December 2018 (1 Year)

Responsibilities towards INTELYGEN Organization.

- Recording all cash activity on a daily basis
- Maintaining basic accounts, book keeping
- Reconciliation of Bank statements
- Recording of all purchase bills in excel and to be submit to CA.
- Organizing, arranging and coordinating meetings.
- Handles expenses and billing cycles.

Organizational Experience No 4.

PRESTIGE AMUSEMENT PVT LTD

Worked as Leasing executive, Tenant relation and Collection

Duration: 07th January 2019 to 08th June 2020 (1.6 Years)

Responsibilities towards PRESTIGE Organization. (Leasing Activity)

- Recording and updating details of prospective and existing landlords and tenants into computer database swiftly.
- Advertising available properties and conducting property tours as part of marketing activities
- Leasing MIS/Reporting/ACG
- Fit out coordination between brand and projects team
- Design coordination between brand and corporate design team
- Business Review meets with tenants
- Casual leasing (Kiosk leasing, Storage)
- Revenue maximization.
- Brand exit /de fit-out formalities and coordination.

Responsibilities towards PRESTIGE Organization. (Collection Activity)

- Supervise assigned accounts to identify unresolved debts.
- Investigate historical data for each debt or bill
- Follow-up with clients on overdue accounts.
- Take actions to encourage timely debt payments
- Resolve billing and customer credit issues
- Update account status records and collection efforts
- Report on collection activity and accounts receivable status

Organizational Experience No 5.

Amazon Transportation and Logistics

Currently working as Procurement / Project Support Executive

Duration: 27th April 2021

Responsibilities towards Amazon Organization.

- Research potential vendors.
- Compare and evaluate offers from suppliers.
- Negotiate contract terms of agreement and pricing.
- Prepare reports on purchases, including cost analyses
- Maintain updated records of purchased products, delivery information and invoices
- Validating invoices for accuracy, assigning correct vendor code.
- Reconciling vendor details.
- Creating GRN on basis of delivery note.
- Validating that goods were received and that proper prices have been invoiced in accordance with the purchase order.
- Publishing the open PO report to the manager every week.
- Review BOQ for accuracy and missed out rates, items, quantities, prior to finalizing the PR.
- Prepare item wise list for the PR from the BOQ in excel
- Prepare a tracker for POs for each project – to track commitment values, work completed values, invoiced values, and cost to complete.
- Worked with PMs & Planning manager to record the PO raised in the system with their value and vendor details into the tracker, as the PO's get released.
- Established a daily input mechanism from Security/PMC to ensure the goods inward data on the physical registers are converted into MS-Excel form software for that purpose.

Personal Details

Date of Birth : 18-Jan-1993
Nationality : Indian
Father's name : Hussain Shaikh
Marital Status : Married
Sex : Male
Languages known : English, Kannada, Hindi, Konkani, Urdu.

Declaration

I assure you that given a chance I will carry out my duties to the best of my ability and to your full contentment.

PLACE: Bangalore

(JAFER SADIQUE)