

CURRICULUM VITAE
ASGAR ALI SHAIKH
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Carrier Objectives

To seek challenging and responsible positions as an Accountant and others involvement within Growth-Oriented Organization where my Accounting skills will be utilized to their full potential.

Highlights

- Hard worker, Creative sociable and a good sense of humor.
- Highly analytical, well organized and ability to work effectively.
- Under pressure in order to meet deadline constraints.
- Capable to work any accounting package.

Experience History and Job Responsibilities

<u>Excels Shipping LLC</u>	<u>Dubai – U.A.E</u>
<u>Accountant</u>	<u>From Jan 2014 to Till</u>

- Handling Petty Cash and record of Petty Cash expenses.
- Preparation and maintenance books of accounts of various entities.
- Invoice verification and bill wise-allocation.
- Preparation of credit and cash invoice and payment vouchers.
- Reconciliation of Debtors and Creditors Ledger of Companies.
- Handling Day to Day Accounts, Preparing and Presentation of Monthly Financial report.
- Preparing job costing of shipping export and import.
- Preparation of Monthly statement and report to management.
- General office work including incoming / outgoing correspondence & emails.
- Preparing the payroll (WPS staff salaries).

<u>Royal Pearl Logistic LLC</u>	<u>Dubai –U.A.E</u>
<u>Shipping Company</u>	<u>from July 2011 to Nov 2013</u>

- Handling Day to Day Accounts, Preparing and Presentation of Monthly Financial report.
- Handling Petty Cash and record of Petty Cash expenses.
- Preparing daily sales reports.
- Preparing daily reconciliation report for matching inventory and cash.
- Reconciliation of Debtors and Creditors Ledger of Companies.
- Preparing Monthly Trial Balance, Finalization of Profit and Loss A/c, and Balance Sheet.
- Preparing Payroll.
- Types of reports submitting to the manager.
- Computation and distribution of commission to sales persons.
- Preparing each files closing of Job Costing of companies

Experience History and Job Responsibilities

<u>Al Sharqi Clearing and Forwarding</u>	<u>Dubai-UAE</u>
<u>Shipping Company</u>	

Accountant July 2003 to June 2010.

- Handling Day to Day Accounts, Preparing and Presentation of Monthly Financial report.
- Preparing Monthly Trial Balance, Finalization of Profit and Loss A/c, and balance Sheet.
- Reconciliation of Debtors and Creditors Ledger of Companies.
- Maintaining Accounts Receivable, Accounts Payable, General Ledger, Journal Entries, Bank Reconciliation Statement, Analysis of General Ledger Accounts.
- Handling Petty Cash and record of Petty Cash expenses.
- Preparing each files of jobs costing import and export.
- General office work including incoming / outgoing correspondence, emails & faxes.
- Keeps and updates records of good received and issued.

Norton General Trading LLC Dubai-U A E
Electronic and Electrical

Accounts Assistant cum Sales In Charge From April 1999 to September 2002
Fully Computerized Accounting under Package Tally software V. 5.4

- Responsible for maintenance of Cash book, Bank book, Sales book and other books of Accounting.
- Preparing customer Invoices.
- Maintain stock and consumption records.
- Arranging payment to vendors.
- Handling warehouse responsibilities and inventory control.
- Preparation of Bank reconciliation statements, debtor's creditors & daily cash transaction.

Educational Qualification

Bachelors of Degree in Commerce (B. Com) from Mangalore University, India.
Passed year 1994

Computer Skills:

Vision soft wear, Tally Accounting, Fox Pro and Peach Tree Accounting, QuickBooks Focus, M.S Word, M.S Excel. PowerPoint, Microsoft Networking, Internet & e-mail.

Personal Information

Nationality	: Indian
Sex	: Male
Marital Status	: Married
Languages known	: English, Hindi, Urdu, Malayalam Arabic.
Visa status	: Residence
References	: Available on request.