



Contact Details

- +971-(0)507732963
- shaikhneeda1@gmail.com
- Sharjah – UAE

Career Summary

** Having more than 5+ years experience in serving the prestigious organizations performing diverse roles in accountant & auditing.

** Strategic thinker with high level of analytical and problem solving skills significantly contributed in core business activities.

** A highly responsible, insightful, determined and enthusiastic quick starter who possesses a sufficient amount of knowledge and experience in accountant and auditing.

Certification

- ** CA inter from ICAI
- ** Certified in Tally ERP 9

IT Skills

- ** Realsoft
- ** Sage 50
- ** Tally ERP 9
- ** MS Office
- ** Microsoft Navision

NEEDA SHAIKH

CA INTER (ICAI)

Experience

- May 2016 to Present ● **Globe Constructors LLC**
Sharjah, UAE
Accountant
- May 2013 to May 2016 ● **Anurag Gupta & Associates (MOK)**
Kalyan ,Thane, India

Education

- 2011 - 2015 ● **CA INTER AND FINAL –**
Institute of Chartered Accountants of India.
- 2012 - 2014 ● **B.com –**
Mumbail University, India.
- 2010 - 2011 ● **High School –**
Maharashtra, India.

Core Skills

Accounting	<div></div>	Payroll accounting	<div></div>
Administration	<div></div>	Costing	<div></div>
Taxation	<div></div>	Auditing	<div></div>

Key Learning

- Knowledge of ERP
- Attended a course on Orientation training by ICAI.
- Completed ITT course mandated by ICAI

Personal Information

Date of Birth	04-01-1994
Gender	Female
Marital Status	Married
Nationality	India
Visa Status	Resident Visa

Languages

English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hindi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Urdu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arabic	<input type="checkbox"/>				

Declaration

I hereby assure that the above information furnished by me is true & correct to the best of my knowledge. I hope that the above-mentioned particulars will meet your requirements.

References

References can be provided on request.

Proven Job Roles

1. Accountant– **Globe Constructors LLC, Sharjah, UAE**

- Recording all financial transactions, including purchases, sales, receipts, and payments.
- Preparing financial statements such as balance sheets, income statements, and cash flow statements to provide an overview of the financial health of the organization.
- Managing accounts payable and accounts receivable: Accountants are responsible for managing the organization's accounts payable (money owed to suppliers) and accounts receivable (money owed by customers).
- Conducting audits of the organization's financial records to ensure compliance with financial regulations and internal policies.
- Providing financial advice to management, such as advising on financial strategies and helping to develop budgets and financial forecasts.
- Processing payroll for labours and staff, which includes calculating employee salaries and wages, taxes, and benefits deductions.
- Maintaining accurate records of employee payroll information, including hours worked, salary, and deductions.
- Managing employee benefits, such as health insurance, retirement plans, and paid time off.
- Responsible for maintaining accurate and up-to-date records of all petty cash transactions, including receipts and documentation.
- Responsible for reconciling the petty cash fund at regular intervals, typically weekly or monthly, to ensure that the cash on hand matches the recorded transactions.
- Responsible for receiving and recording all petty cash transactions, including the date, amount, and purpose of the expense.

2. Article Assistant – **Anurag Gupta & Associates, Mumbai**

- Accounting experience of proprietor, partnership firms, and Private Limited Companies.
- Statutory taxation working and return filing.
- Experience in VAT audits, Internal audits, Company audit and Tax audits.
- Conducted compliance audit of direct & indirect tax
- Conducted Store Process Audit for rating the performance of the Stores as per policy of the company
- Conducted physical fixed assets and inventory verification for a Manufacturing and telecom industry.
- Vouching Sales, Purchase, Expense, Bank Reconciliation etc.,
- Finalization of Books of Accounts of individual/Firm
- Filing Sales tax & Income tax returns