

# SHAHZEB AFRIDI

**Visa Status : Resident**  
**Passport No.: S3045968**  
**Holding UAE Driver's License**  
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## “Surpassing Expectation

.....is a personal mission statement that has become a career hallmark over more than fourteen years by consistently showing my hard work, integrity, commitment, expertise and persuasive communication. Respected by management for personal integrity and willingness to share information for teams to excel in resolving issues quickly and deliver genuine results.

## Key Skills, Core Competencies and Strengths

- } Experienced in successfully setting up and kicking off a new business branch.
- } Proven management experience in leading, motivating, developing a team.
- } Proficiency in computers.
- } Ability to multi-task effectively.
- } Ability to meet tight deadlines and targets.
- } Capable to work under pressure.
- } Team worker and leader.
- } Market and competitive analysis.
- } Proven sales and customer satisfaction record

## ♣ Experience (14 +Years Experience in UAE)

### ⊞ Lulu International Exchange

Branch In Charge – July 2017 till present

- Successfully running the branch – setting up all the necessary procedures while ensuring compliance to the Local laws and regulatory requirements as well as the Company's internal policies.
- Formulated strategies to capture the market for the branch – taking into account the demographic environment and pre-existing players in the area.
- Lead the branch marketing team to design a marketing campaign in order to attract customers.
- Conducting regular meetings with potential customers.
- Successfully built strong customer base for the branch in short span of few months.
- Successfully achieved monthly revenue target set by the higher management.
- Leading by example along with training and motivating the team members to bring out their best performance.
- In addition to the sales and marketing activities – responsible for the branch audit operations and overall compliance to the local laws and company policies.

### ⊞ **Alfalsh Exchange**

Branch In Charge – May 2008 to June 2017

- Responsible for Branch Business and Target Achievement.
- Maintaining Compliance with Government Laws.
- Ensuring implementation of adherence to company to Company policies.
- Ensuring availability of staff during peak hours to ensure efficient and satisfactory customer services.
- Staying up to date on trending rates to set competitive margin.
- Keeping check on daily operation of the branch.
- Consistently seeking new business opportunities for the organization.
- Planning and execution of marketing and other business related activities.

### ⊞ **Care Diagnostic and Pathology Pvt Ltd- India**

Accountant August 2007 to April, 2008

- Maintaining and scrutinizing the Books of Account.
- Ensuring compliance with Accounting Standards.
- Handling Direct and Indirect Taxes including TDS, VAT etc.
- Preparing and disbursing salaries and incentives.
- Preparing receivables, payable and bank reconciliations.
- Preparing books for audit purpose.
- Meeting with company's auditor to fulfill the statutory requirements of account, audit and taxes.
- Issuing the cheques for suppliers. • Cash collection from sales counters and depositing it to company's bank account.

### ⊞ **D.K.A Associates (Chartered Accountants) - India Auditor -**

November, 2005 to July, 2007

- Preparation of books of account of various type/nature of organizations.
- Complying with the statutory regulations of accounts and audit.
- Finalization of accounts including preparation of financial statements.
- Conducting audits i.e. statutory Audit, revenue audit, stock audit, tax audit etc. for various type/nature of organizations.
- Preparing and submitting audit reports.
- Preparation of tax challans and returns.

## ♣ Education

- Bachelor of Commerce from Lucknow University.
- Intermediate (Commerce Stream) from UP Board.
- High School from UP Board.

## ♣ PERSONAL DETAILS

Father's Name : Mr. Yousuf Shamim Khan  
Date of birth : 18/02/1983  
Sex : Male  
Nationality : Indian  
Languages Known : English, Hindi, Urdu, Basic Arabic  
Marital Status : Married

Date:

Place:

(Shahzeb Afridi)

