




CURRICULUM VITAE

NAUSHEEN BANO SHAIKH

Junior Accountant / Admin Assistant / Sales Support

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Al Mankhool, Dubai, U.A.E 

CAREER OBJECTIVE

- Junior Accountant with one year of experience and a Bachelor's Degree in Commerce (BCOM) with a focus on Accounting and Finance. Proficient in Microsoft Excel and have a basic understanding of QuickBooks and Tally Prime 5.0. Skilled in financial transaction entries and maintaining accounts using Excel, and I have a strong ability to learn and adapt to new accounting software.
- Seeking a position as an Assistant Accountant or in an administrative role where I can contribute to the success of the organization while further developing my skills and growing within the company.

QUALIFICATION

- **Bachelor of Commerce (B. Com)**, SNDT Women's University, Mumbai in March 2024
Specialization: Financial Accounting & Auditing **Grade/Percentage:** 82%

EXPERIENCE

Jr Accountant | Risk Masters LLC-FZ, Dubai, U.A.E

05/2024 – 09/2024

- Manage accounts manually using Excel master sheets, ensuring accurate tracking and maintenance of financial records.
- Record daily financial transactions with precision, including accounts payable, accounts receivable, and general ledger entries.
- Maintain comprehensive records of all payment transactions. Keep detailed and organized records of purchase orders.
- Oversee vendors VAT registration certificates and manage the preparation and dispatch of tax invoices to clients.
- Prepare and issue payment receipts promptly after payments are received.
- Generate and send Statements of Accounts (SOA) to clients regularly.
- Maintain and regularly update expense records to reflect current financial status.
- Prepare and manage petty cash flows, ensuring proper documentation and accountability.
- Follow up on outstanding payments with clients through email and phone communication.
- Coordinate with the collection team for cheque and cash pickups from client offices.
- Assist in processing and verifying employee expense reports, ensuring adherence to company policies.
- Aid in payroll preparation by maintaining accurate records and ensuring timely disbursements.
- Support VAT return preparation and filing, ensuring compliance with all regulatory requirements.
- Ensure all financial records are accurately updated and maintained in a timely and organized manner.

Jr. Accountant | Bata India Limited, Mumbai, India

10/2023 – 04/2024

- Assisted customers with pricing inquiries and prepared tax invoices based on their purchases
- Managed daily bookkeeping by accurately recording and filing invoice entries.
- Coordinated with the store manager to hand over cash and invoices, providing clear and accountable explanations.
- Maintained consistent and reliable performance in all routine accounting tasks.

SKILLS

- Proficient In Microsoft Excel
- Basic Knowledge of QuickBooks and Tally Prime 5.0 Software
- Proficient In Outlook & Microsoft Team
- Good Communication Skills
- Knowledgeable in Accounting & Financing
- Strong Attention to Detail and Accuracy
- Ability To Learn Further Knowledge

OTHER INFORMATION

- Date of Birth – **14/09/2003**
- VISA Status – **On Visit VISA (Expiry 25/12/2024)**
- Passport Number – **Y6948284**
- Passport Expiry – **06/07/2033**
- Languages – **English, Hindi, Urdu**