

CURRICULAMVITAE

SHABBIR AHMED MOHD. MOIN

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OBJECTIVES:

To pursue highly challenging career in both Computerized & Manual accounts where I can apply my knowledge, acquire new skills and work closely with a team of experienced which gives an opportunity to improve knowledge and enhance skills as being a part of the team that excel in work to achieve growth for organization and self with systematic and sincere approach towards the work.

ACADEMIC QUALIFICATION:

Exam	Board / University	Year of completion
B. Com	Dr. Babasaheb Ambedkar Marathwada University, Aurangabad	2011
Inter II year (12 th HSC)	Pune Board (Latur Division)	2006
S.S.C. (10th)	Pune Board (Latur Division)	2003

TECHNICAL QUALIFICATION:

Course	Institute	Year of completion
Tally	Tally Graduate	2002
PGDCA (Computers)	NIT	2003

CURRENTLY WORKING :

Working as an **Accountant** from June 2020 to till date at **AARK INTERNATIONAL CONTRACTING CO. WLL** in Arad, Kingdom of Bahrain.

➤ **Roles and Responsibilities:**

- ▶ Register both manual & computerized accounts, cash & petty cash
- ▶ Reports of sundry debtors receivables & sundry creditors payables
- ▶ Monitoring the balance conformations reports & stocks reports
- ▶ Maintaining monthly payrolls for staff
- ▶ Assist for Income Tax & VAT returns preparation & filling
- ▶ Bank statements reconciliations
- ▶ LMRA & GOSI all works online & offline

PREVIOUS WORK EXPERIENCE:

- Worked as an **Accountant Cum EDP** from January 2020 to June 2020 at **LG FMCG TRADING & DISTRIBUTION WLL in Hidd Industrial Area, Kingdom of Bahrain.**
- Worked as an **Accountant** from December 2017 to December 2019 at **EXACT MIDDLE EAST ADVERTISING CO. in Hidd Industrial Area, Kingdom of Bahrain.**
- Worked as a **Customer Care Executive** for 6 months from 22nd December 2016 to 17th May 2017 at **ATCIS Technology Pvt. Ltd.** at Begumpet, Hyderabad Telangana (India).
- Worked as an **Accountant** for 1 year from 1st December 2015 to 20th December 2016 at **TAJ TRADERS** at Vanasthalipuram, Hyderabad Telangana (India).
- Worked as a **Group Accountant** for 1 year & 3 months from 1st July 2014 to 30th September 2015 at **CROWN HOTEL under MEGABITE GROUP in Lilongwe, Malawi (Malawi Country) (Central Africa).**
- Worked as an **Assistant Accountant** for 4 years, from 1st June 2010 to 30th June 2014 at **MARUTHI TYRE SERVICES (BRIDGESTONE SELECT OUTLET)** at Vanasthalipuram, Hyderabad Telangana (India).
- Worked as an **Assistant Accountant** for 4 years from April 2006 to March 2010 at **SYED ARIF ALI (TAX CONSULTANT'S OFFICE)** at Chowk Bazar, Nanded Maharashtra (India).

STRENGTH:

- ✓ Excellent written and oral communication skills
- ✓ The ability to maintain a moral and intellectual position firmly
- ✓ Ability to learn and understand faster

COMPUTER SKILLS:

- ✓ Operating Systems - Windows 98 / 2000 / XP / Vista / Windows 7,8,10 and latest
- ✓ Tally 4.5 / 6.3 / 7.2 & 9.0 ERP and latest & Sage
- ✓ Good command on Microsoft Word & Excel
- ✓ Basic Computer Hardware & Networking
- ✓ EDP on Microsoft Navision & Citrix.
- ✓ MS – Office, Photo Shop etc.
- ✓ Internet Browsing, E-mailing etc.

PERSONAL PROFILE:

Name	:	SHABBIR AHMED
Father's Name	:	MOHD. MOIN
Date of Birth	:	12-05-1984
Nationality	:	Indian
Material Status	:	Married
Religion	:	Islam
Driving Licenses	:	India-MH2620030000799 & Kingdom of Bahrain-841370818
Passport No.	:	N1750592
Passport issued & expires:	:	26/08/2015, Expires on 25/08/2025
Place of Issue	:	Lilongwe (Malawi Country)(Central Africa)
Languages known	:	English, Hindi, Urdu, Telugu and Marathi

DECLARATION:

I hereby declare that the above mentioned information is true to the best of my knowledge and belief.

DATE : / /

PLACE : MANAMA, BAHRAIN

SHABBIR AHMED