

CURRICULUM VITAE

ABDUL FARID SHAIKH

05, M.P. Jain Compound behind Parekh Apt.,
Raheja Township, Malad (East)
Mumbai – 400097.

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CAREER OBJECTIVES

“To hold a responsible position in a reputed organization which provides challenging and rewarding career with ample growth opportunities.”

CAREER REVIEW HIGHLIGHTS

❖ CURRENT ORGANIZATION :

- **Organization** : **Humera Park Chsl**
Designation : **Manager**
Location : **Malad East, Mumbai**
Period of Service : **01st Aug 2022 to Till Date**

Responsibility

- Society Complaints Handle
- Make the Payment BMC Property Taxes
- Other clerical works manage.
- Pre-preparation for audit requirement
- Prepare Cash Voucher
- Preparation Bank Reconciliation Statement

- **Organization** : **Bombay Paints Decor**
Designation : **Accountant**
Location : **Masjid Bunder, Mumbai**
Period of Service : **23th Feb 2016 to 31st March 2020.**

Responsibility

- Finalization of accounts with Annexure
- Prepare GST
- TDS Challan Preparation
- Prepare Service Tax Challan
- Make the payment Schedules for Creditors For Exps,& Services
- Pre-preparation for audit requirement
- Verify Debit Note & Credit Note
- Preparation Bank Reconciliation Statement

❖ PREVIOUS ORGANIZATION ::

- **Organization** : **Nathani Parekh Constructions Pvt. Ltd.**
Designation : Senior Accountant
Location : Masjid Bunder, Mumbai
Period of Service : 7th March 2011 to 30th Sep 2011.

Responsibility

- Finalization of accounts with Annexure
- TDS Challan Preparation & E-TDS Filling
- Issue Form-16A & Form-16
- Prepare Service Tax Challan & Return
- Make the payment Schedules for Creditors For Exps,& Services
- Pre-preparation for internal audit requirement
- Verify Debit Note & Credit Note
- Preparation Bank Reconciliation Statement

- **Organization** : **Sunrays Interior & Exterior Pvt. Ltd.**
Designation : Senior Accountant
Location : Andheri(East), Mumbai
Period of Service : 4th January 2010 to 28th Feb 2011

Responsibility

- Finalization of accounts with Annexure
- TDS Challan Preparation & E-TDS Filling
- Issue Form-16A & Form-16
- Prepare Service Tax Challan & Return
- Prepare E-Filing of VAT & CST Return
- Make the payment Schedules for Creditors For Exps,& Services
- Handle the payroll System
- Pre-preparation for internal audit requirement
- Verify Debit Note & Credit Note

- **Organization** : **Vijay Kumar Shyamal & Associates (Associates)**
Designation : Senior Accountant
Location : Malad(East), Mumbai
Period of Service : 1st June 2001 to December 2009

Responsibility

- Finalization of accounts with Annexure
- TDS Challan Preparation & E-TDS Filling
- FBT calculation
- Issue Form-16A & Form-16
- Prepare Monthly Bank Reconciliation
- Maintain Cash Book & Bank Book
- Prepare Service Tax Challan & Return
- Prepare E-Filing of VAT & CST Return
- Data Entry in tally 7.2 & 9.0
- E-Filing of Income tax
- Preparing Tax Audit & Vat Audit of Different Parties

- Income tax, sales tax, Roc Registration & Assessment under supervision of C.A
- Handle the income tax refund cases
- Maintaining records of Pan application
- Preparing returns for Individual

➤ **Organization** : **Omersons Pvt. Ltd.**
Designation : Accounts Assistant
Location : Jogeshwari(West), Mumbai
Period of Service : July 2000 to February 2001

Responsibility

- Data Entry in Tally 7.2 & Vouchers Preparation
- Maintain Cash Book & Bank Book
- Maintain Salary Register
- Prepare Monthly Bank Reconciliation Statements

EDUCATIONAL QUALIFICATION

- ❖ Passed S.S.C. from Pune Board in 1995 with Ist Class
- ❖ Passed H.S.C. from Pune Board in 1997 with Second Class
- ❖ Completed graduations in the commerce stream from Mumbai University in April, 2001 with Passed Class

COMPUTER PROFICIENCY

- ❖ **Practical knowledge of Accounting packages :**
 - Tally 7.2
 - Tally 9.0
 - Tally ERP 9
- ❖ **Other Packages**
 - Ms Office (Ms-Word, Ms-Excel)

PERSONAL PROFILE

- ❖ **Date of Birth** : 18th December 1975
- ❖ **Gender** : Male
- ❖ **Marital Status** : Bachelor
- ❖ **Nationality** : Indian
- ❖ **Languages Known** : English, Hindi & Marathi
- ❖ **Hobbies** : Reading Qur'an & Hadith

Date :

(Abdul Farid Shaikh)

Place : Mumbai