

Afsar Shaikh

A highly motivated and hardworking individual looking for a responsible role in a reputable organization.



Personal Information

Date of birth: 14/12/1988 Nationality: Indian Address: Plot No 86, Sai Baba Nagar Kharbi Nagpur, India Phone number: +91-9960961822 Email address: Afsars43@gmail.com



Key Work Skills

Prompt Knowledge of Accounting Practice
Proficiency in Accounting Software & Ability to Prepare Financial Statement.



Education

Master of Business Administrations (Finance)

IIBMS University Mumbai
08/2017 – 08/2019 MUMBAI, INDIA

Bachelor of Commerce Computer Application (BCCA) | Nagpur University
Zulekha College of Commerce Science & Technology
06/2009 – 07/2013 NAGPUR, INDIA



Work Experience

Accounts Officer

AAKASH EDUCATIONAL SERVICES LTD – NAGPUR SADAR BRANCH.
01/2025 – 08/2025 NAGPUR, INDIA

Job Responsibilities:

- Fees receipting, Branch expenses and payment, CMS process cash and cheque.
- Bank & Vendor reconciliation, Vendor bills processing for payment & Stock.

SR Officer Accounts

HANSA VAHAN INDIA PVT LTD.
06/2022 – 30/11/2024 NAGPUR, INDIA

Job Responsibilities:

- Purchase and Sales booking, Track the records Depot wise Expenses booking.
- Vendor payment process after all compliances and PO.
- Petty cash payment and Cash, Bank and Vendor reconciliation.
- GST, TDS Working & Payment monthly basis and MIS Preparation project wise.

Regional Account Head

Methodex Systems Pvt Ltd
09/2016 – 06/2020 PUNE, INDIA
06/2020 – 05/2022 NAGPUR, INDIA

Job Responsibilities:

- Sales Invoice made as per sales advice (Citrix –ERP Software 6 Year)
- Purchase booked and Transporter payment after all compliances check / PO.
- Handling Branch petty cash and cash routine expenses, Settlement of tour exp.
- Prepare TDS & GST working on monthly basis and sent it to HO

National Institute of Miners Health

Account Assistant.
11/2014 – 09/2016 NAGPUR, INDIA

Job Responsibilities:

- Making Salary bill for all contractual & Permanent Employees & Tour Exp.
- Statutory Tax Working like TDS, Vat and Service tax and making bank & cash voucher for regular payment and expenses booking in tally.

Bhise & Gillurkar Associates (CA Firm) 10/2011 to 08/2013

Account Executive.

Job Responsibilities:

- Day to day accounting entry of multiple clients and keep records.
- Audit & expenses booking in tally, Sales Purchase & Bank.
- Making trial balance, P & L Accounts Balance Sheet in Excel



Languages & Computer

- LANGUAGES



- COMPUTER



References

Abhijeet Ladekar (General Manager)

Hansa Group Nagpur.

+ 91 -7709361618

Vikash Sing (Branch Manager)

Methodex Systems Pvt Ltd (Nagpur Branch)

+ 91 -9687381136

Raj Kumar (Admin Officer)

National Institute of Miners Health.

+ 91 -9665257807



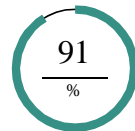
Strengths



Skills Graph



Accounting Practice



Proficiency



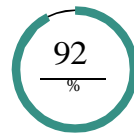
Financial Statement



Data Analyze



Accounting Organizational



Time Management



Continual Learning



Hobbies



Exploring distant lands



Feeling the music



Riding



Getting lost in a good book



every kind of sport



capturing moments



Cooking