



CURRICULUM VITAE

Sheikh Abdul Aziz
Mob# 0594511201
Email: aziz78040@gmail.com
Iqama: 2400576191, Transferrable.

Personal Summary:

add value through evolving strengths in project management client relations, copy writing, social media, accounting and office administrative research and team leadership recognized early for management potential "To confront the Challenges of life and crystallize my dreams into reality driven accounting, admin & coordinating professionals regarded for an ability to collaborate with senior account, admin executive& coordinators.

Career Summary:

- A detail oriented with excellent knowledge of accounts/ office management possesses rich experience.
- Admirable capacity to improve and maximize overall business and finance function integration through effective communication processes.
- Experienced in keeping the records of daily, weekly & Monthly transactions and analyzing the financial aspects of organization.
- Innovator with creative skills and experiences to improve overall business processes.

Professional Experience:

- Having 1 year of experience in Technical Contracting Company (a Kanoo Group of company) as a Admin Officer/ Document Controller for (**Marafiq Project**) at Yanbu.
- Having 3 year of experience in Rawabi Specialized contacting co. as a Project Coordinator for (**Marafiq project & Samref Infra Project**) at Yanbu.
- Having more than 5 years of experience in Motor Craft Sales Pvt Ltd, authorized dealer of Maruti Suzuki as an Account Executive/Document Controller in New Delhi.
- Worked in Instrumentation technologies Pvt Ltd. in New Delhi, as an Account Executive/Document Controller.
- Experiences in Tally ERP9 & Microsoft Office like (MS WORD, MS EXCEL, MS POWERPOINT)

Job Profile:

- To Monitor and maintain proper records.
- Maintain document identification, classification and filing.

- Review and update the incoming documents.
- File documents in physical & digital records
- Prepare files to compare the pricing from various vendors.
- Receiving inbound and outbound call
- Prepare circular memorandums, application, Agenda, Minutes.
- Day to day activity of the office Routine i: e Emailing, attending inbound and outbound call, handling subcontractor.
- Using SAP to create work order as per site requirement.
- Preparing Time Sheet.
- Preparing the payment certificate for sub-contractor.
- Follow-up the PR & PO status
- Maintaining the file and filing system in proper way
- Preparing 200 employee's new ID's Application and proceeding to renewal of ID's on the Marafiq power plant Yanbu.
- ID's Application Should prepared with Arabic typing & Full Update with Documents.
- Online updating the marafiq ID portal for new ID & renewal of IDs.
- To examine and process all invoices received from the party for payments.
- Evaluating the price comparison sheet, before making the purchase order.
- To deal with daily transactions for the petty cash and ensure that reconciliations are completed on a weekly basis.
- Cash deposits in Bank.
- Handing the Cashier activity,
- Preparation of Invoices, Vouchers and Receipts.
- Maintain Cash Book, Ledgers, Journals and Petty cash book.
- Preparation of List of Debtors and Creditors.
- Maintain & Keeping of all Accounts Book.
- Handling & Controlling Bank & Cash
- Sundry debtor real time outstanding report
- Creating Quotation as per company requirement.
- Responsible for monthly, weekly, and daily reports submits to the managements.

Academics:

- MBA from ABIT group of institute and technology, Cuttack, affiliated to BPUT approved by AICET in the year 2007.
- B.sc from Utkal University, Bhubaneswar, ODISHA in the year 2005.
- Intermediate from Brahmabarada Mahavidyalaya under C.H.S.E., Bhubaneswar, in the year 2001.
- 10th from C.M High School under B.S.E, Cuttack ODISHA, in the year 2000.

Technical Skills:

- Completed PGDCA from Itech Computer Centre, Cuttack.
- Completed TallyERP9 (Diploma in Computer Accountant) from Tally Academy, Cuttack

Personal Skills:

- A hardworking and determined individual who work with team environment.
- Dedication to work and to learn in new environment and with people.
- Strong analytical and problem-solving skills.
- Good communication skills in Written and verbal both.
- Highly trustworthy, discreet and ethical.

Technical Skills:

- Possessing strong numeric and analytical skills.
- Good IT Skills including Microsoft Office Word, Excel and Power Point
- Internet Savvy
- Experienced in working on Tally 9.0
- Experienced in working on SAP

Personal:

- Flexible and adaptable, able to work well individually within a team.
- The ability to perform under pressure and deliver to challenging timescales.
- Ability to handle confidential information.
- Can interact with all levels of staff including senior management
- Can built and maintain strong relationships.
- Proactive, taking the initiative to explore issues and to generate new ideas and approaches.

PERSONAL PROFILE: -

Name : SHEIKH ABDUL AZIZ
Date of Birth : 2nd May, 1983
Nationality : Indian
Iqama : Transferrable
Marital Status : Married
Languages Known : English, Hindi, Urdu and Arabic.

Thanking You,

(SHEIKH ABDUL AZIZ)