

Curriculum Vitae

Name: SHAIKH ATHER

Mobile No: +91-8999804238

Add: plot no 7 (A) Arish colony katkat gate road,

Location: Aurangabad

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A full-time job in progressive organization in the field of Corporate with fourteen years of working experience in account & finance, where I can constantly raise acquiring variable Knowledge & use my skill to contribute towards Organizational growth in a challenging environment.

Educational Qualification:

Examination	Board/University	Percentage	Year
CMA (inter I group)	THE INSTITUTE OF COST ACCOUNTANTS OF INDIA	54%	2021
Certificate Examination for business correspondent	Indian Institute of Banking & Finance	65%	2020
B.com	Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.	67%	2011
12 th	Central Board of Secondary Education	50.17%	2007
10 th	Central Board of Secondary Education	49.87%	2005

TRAININGS / KEY SKILLS / CERTIFICATES

one year course	Certified Industrial Accountant from THE INSTITUTE OF COMPUTER ACCOUNTANT		
Course content	*Business Computer Application *fundamental of Accounts *Financial Accounting * Taxation *Advanced Practical Accounts *Cost Management & Practical Auditing *Banking		2007
Mislenious courses	conducted by- CSC academy		
Course content	*Telecentre Entrepreneur Course *Cyber Security Professional Basic course		

WORK EXPERIENCE:

Company Name	GIRIKAND TRAVELS PVT LTD (IATA) since 1977 Add: - 222, Labh Chamber, Railway Station Road, Opp MTDC Holiday Camp, Aurangabad MH 431005 Head office: - Pune
Company profile	is a full service, IATA certified air travel agency. it is one of the most experienced travel agencies in the business with 36 years of experience. is also recognized by the Department of Tourism (DOT) India and is a member of "The Travel Agents Association of India (TAAI) and "Pacific Asia Travel Association" (PATA). also has in place a strong IT backbone with an AMADEUS enabled system for online Air Bookings & Excel software consultancy for book keeping.
Designation	Branch Accountant
Period	01/09/2007 to 31/04/2010 (2year 8 month)
My work profile	<ul style="list-style-type: none">* Maintain book keeping on company account software EXCELWINPRO,* Billing terms & other concepts,* Valuation of inventory,* Rectification of errors,* Sundry debtors/sundry creditors reconciliation and confirm the balances,* Online bank reconciliation,* MIS reporting to head office/management/auditors,* Outstanding follow up with client* airline/supplier payment* Submit yearly return

Company Name	HIND MUSAFIR AGENCY LIMITED a BAJAJ GROUP OF COMPANY Add: - 203, Apna Bazaar, Building No.3, Jalna Road, Aurangabad-431003 Tel -0240-2348636 Head office: - Mumbai
Company profile	is a full service, IATA certified Air travel agency. A part of Bajaj group of company, it is one of the most experienced travel agencies in the business with 50 years of experience. is also recognized by the Department of Tourism (DOT) India and is a member of "The Travel Agents Association of India (TAAI) and "Pacific Asia Travel Association" (PATA). also has in place a strong IT backbone with an AMADEUS enabled system for online Air Bookings.
Designation	Senior consultant accounts & admin
Period	10/05/2010 to 30/04/2021
My work profile	<ul style="list-style-type: none">* Maintain branch bookkeeping on company account software Excel 601 & webpro* Billing terms & other concepts,

	<ul style="list-style-type: none"> * Valuation of inventory, * Rectification of errors, * Sundry debtors/sundry creditors reconciliation and confirm the balances, * Online bank reconciliation, * MIS reporting to head office/management/auditors, * Outstanding follow up with client, * airline/supplier payment, * Outstanding follows up & credit control, * GST return * Submit yearly return & audit compliances * Handling of cash book
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Company Name	JAZZ WORXS STUDIO (ARCHITECTS FIRM) Add: -, behind panchayat samiti office kat kat gate road Aurangabad MH 431005
Company profile	Owner of firm Architects Ejaz Shaikh B.Arch.'s. reg.No. CA/2017/87785 Interior designers, landscape designers, provide complete construction work,
Designation	Accountant, admin, represent and supervision of all their construction work or contract independently
Period	01/05/2021 to 10/12/2023

Current job:

Company Name	Bishandeeep Travels (IATA AGENT) Add: - 3 Floor Nisha pride complex Mondha Naka road Aurangabad MH 431005
Company profile	is a full service, IATA certified air travel agency. it is one of the most experienced travel agencies in the business with 40 years of experience.
Designation	Accountant, admin, represent and supervision of all their construction work or contract independently
Period	11/12/2023 to till date
My work profile	<ul style="list-style-type: none"> * Maintain branch bookkeeping on company account software Excel 601 & webpro * Billing terms & other concepts, * Valuation of inventory, * Rectification of errors, * Sundry debtors/sundry creditors reconciliation and confirm the balances, * Online bank reconciliation, * MIS reporting to head office/management/auditors, * Outstanding follow up with client, * airline/supplier payment, * Outstanding follows up & credit control, * GST return * Submit yearly return & audit compliances * Handling of cash book

TECHNICAL BACKGROUND / TRAININGS / KEY SKILLS / CERTIFICATES

- * Attend one day MIS reporting training provide by HMA for account department,
- * Participated annual get together provide by HMA,
- * Attend one day HMA official web portal launch training on 19 oct 2013
- * Believe in practice man perfect,

PERSONAL DETAILS

Date of Birth : 28 Jan 1985
Sex : Male
Nationality : Indian
Marital Status : married
E-mail : shaikh219@gmail.com
Father's Name : Shaikh Abdul Quader
Father's Occupation : Rtd Govt. employee
Address : Plot no.7A, Arish colony, Kat Kat gate,
: Aurangabad, M.S.

Declaration:

I hereby declare that all the information furnished above is true to the best of my knowledge.

Place: Aurangabad

SHAIKH ATHER