

Curriculum Vitae

Farooque Shaikh



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Career Objective:

To achieve the goals of the organization by using my knowledge, skills, and abilities.

Current Work Experience: January 2018- Till date

Designation: Senior Accountant at **Goodwill Exchange**

Responsibilities:

- Bank Reconciliation, Vendor reconciliation, and Money Product Reconciliation.
- Making online payments to suppliers and cheque preparation.
- Approving customer's cheques and realizing for the payments.
- Maintaining Books of Accounts.
- Preparing Daily Profit/loss report and sending to the management.
- Invoice verification and Processing, Issuing cheques.
- Liaising up with Banks as and when required.
- Preparing and Processing Staff Salaries.
- Filling Monthly/Quarterly Exchange house return forms and submitting to the Regulator before the timeline.
- Assisting with audits, fact checks, and resolving discrepancies.
- Month end closure activities - Provision for expenses, prepaid expenses.

Previous Work Experience:

Worked with **Tata Consultancy Services (TCS) Ltd.** (Mumbai) from Aug-2016 – Jan 2018 as Process Associate.

Responsibilities:

- Reconciling & Analyzing Associate's timesheet/expenses to facilitate in generating the invoices.
- Rigorous follow-up with Business Units & Onshore Team to solve the discrepancies.
- Doing the time correction in the client's tool.
- Ensured input and timely payment of all vendor invoices.
- Provide end to end Services for Accounts Payable & Receivables.

Previous Work Experience:

Worked with **OCWEN Financial Solutions Pvt. Ltd.** from May 2015 - July 2016 as an Audit Associate (Mumbai)

Responsibilities:

- Auditing borrower's payments in Real Servicing.
- Verifying the loan documents as per the norms given.
- Handling Modification Inquiries and try to reply to the emails and attempting One Email resolution.
- Reviewing the loan for modification.

Education:

Class	Name of Institute	University	Year
Bachelor's in Commerce	Rizvi College	Mumbai	2014
H.S.C	Rizvi College	Mumbai	2011
S.S.C	St. Aloysius School	Mumbai	2009

Software Knowledge:

- Applications such as SAP, REAL SERVICING, VAULT, JD Edward, SYMEX

Personal Profile:

Name : Farooque Shaikh
Father's Name : Qamruddin Shaikh
Mother's Name : Qamrunnisa
Marital Status : Married
Date of birth : 08th November 1993
Gender : Male
Languages known : English, Hindi.
Nationality : Indian
Passport number : P2027616
Passport Expiry : 12/06/2026

I do hereby declare that above particulars of information and facts stated are true correct and complete to the best of my knowledge and belief.



Farooque Shaikh