

**SHAIK MOHAMED BAWAJI  
ACCOUNTANT /ADMIN/  
OFFICER / TELLER –  
CUSTOMER SERVICE**



**CONTACT**

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Address: - Sharaf DG Station Al  
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Date of Birth: 01-05-1987

Passport: S6249557

Visa Visit 05-10-2023 to 01-12-  
2023

Nationality: Indian

Married

[linkedin.com/in/shaik.mohamed-  
810772269](https://www.linkedin.com/in/shaik.mohamed-810772269).

**EDUCATION**

- **MBA FINANCE – (2009 to 2011)**

SRI VENKATESWARA  
UNIVERSITY – TIRUPATHI AP  
INDIA.

- **B,COM – ( 2005 to 2008)**  
SRI VENKATESWARA  
UNIVERSITY – TIRUPATHI AP  
INDIA.

**SKILLS HIGHLIGHTS**

- SAP ERP FICO ,S4  
HANA & Tally ERP,  
Prime
- GST. VAT. Corporate tax



**SUMMARY**

Experienced and enthusiastic as Teller (Customer Service) & Accountant / Admin – Officer. Professional with more than 8+ years of experience at fast-paced Indian Banking and trading company. A proven history of generating and analyzing financial reports, fostering, Tax (VAT) relationships with vendors, Proficient P2P invoice processing, O2C Processing and efficient cash flow management are major strengths. Vendor reconciliation, Payment processing, Bank reconciliation are other key areas. Sound Knowledge and experience with Teller (Customer Service) – Cross Selling Loans, CASA, Credit Cards etc.

**EXPERIENCE**

**Company Name:** - New Royal Sewing Machine Co Kadapa, AP India.

**Job Title:** - Accountant & Admin Officer 10-Dec-2018 to 03- Sep- 2023

**Role & Responsibility:** -

**Book-keeping:** Assisting in maintaining financial records and ensuring that all transactions are accurately recorded in the accounting system.

**Accounts Payable:** Processing and managing invoices, verifying Expenses reports, and ensuring timely payments to vendors and Suppliers.

**Accounts Receivable:** Managing invoices, tracking outstanding payments, and following up on overdue accounts.

**Bank Reconciliation:** Reconciliation bank statements with company records to ensure accuracy and identify discrepancies.

**Payroll Administration:** Assisting with payroll processing, ensuring accurate calculations, and maintaining payroll records.

**Financial Reporting:** Assisting in the preparation of financial statements, Budget reports, and various financial analysis.

**Petty Cash Expenses Tracking:** Monitoring and recording company expenses, ensuring within a budget and aligned with company policies.

**Tax Support:** Assisting with tax-related tasks, such as preparing documents for tax fillings and ensuring compliance with tax regulations.

**General Administrative Support:** Providing general administrative assistance to the team, such as answering phones, managing emails, organizing files and scheduling appointments.

**Assisting Audits:** Coordinating and providing documentation during internal and external audits.

**Budgeting and Forecasting:** Assisting in the preparation of budgets and financial forecasts to support business planning.

**Compliance:** Ensuring that financial and administrative processes adhere to company policies , accounting principles and legal regulation.

- Teller & Branch Operations
- Innovative ,Problem resolution
- Customer Service-Oriented
- MS Office , MS Excel etc

## CERTIFICATIONS

- SAP S4 HANA Finance Accounting 2021 - Issued by SAP.
- TALLY ERP 9 + VAT + GST Issued by Tally Academy

## APPRECIATE

- RFR (Retail Foreign Remittance) LUMINARY – AXIS BANK SANJAY NAGAR BRANCH BANGALORE - 2016

## ACHIEVEMENTS

Part of the branch internal audit, external audit, and structured audit for the FY's 2013-2014, 2015-2016, 2016-2017, 2017-2018.

## LANGUAGES

- English
- Hindi
- Urdu
- Telugu

## HOBBIES

- Writing
- Listening Music
- Cinematography
- Enterprise

## STRENGTHS

- Self-Motivated
- Hard Working
- A Good Listener & Like to Work in Group.
- Quick Learning



**Worked As Teller (Customer Service & Operations) in Indian Banking.**

**Kotak Mahindra Bank Oct -2017 to April 2018 – Manager**  
**Axis Bank Jan – 2016 to Oct – 2017 – Dy Manager**  
**Kotak Mahindra Bank May – 2015 to Jan -2016 – Dy Manager**  
**Indusind Bank May -2013 to Nov – 2014 – Officer**

## **Role & Responsibility: -**

**Cash Handling:** Accepting cash and checks for deposits, cashing checks for customers.

**Currency Exchange:** Assisting customer with foreign currency exchange for international travel to business processes.

**Customer Service:** Providing exceptional service to customers, addressing their inquiries, and resolving any issues or concerns.

**Account Inquires:** Assisting customers with inquiries related to their accounts, including balance inquires and transaction history.

**Financial Products Recommendations:** Recommending basic financial products and services, such as CASA, Credit Cards, SME Loans etc. based on the customer needs.

**Checks Verification:** Verifying the authenticity of checks and ensuring they meet the bank's security standards.

**Transaction Processing:** Accurately processing various financial transactions, including deposits, withdrawals, transfer and payments.

**Cross Selling:** Identifying opportunities to cross-sell bank products and services to customer to meet their financial goals.

**Currency Conversion:** Provide customers with information on current exchange rates and converting foreign currency.

**Handling Customers Complaints:** Resolving customer complaints and ensuring a positive resolution.

**Maintaining Cash Levels:** Monitoring and replenishing cash levels in the teller drawer as needed.

**Assisting with Account opening / Closing:** Helping customers to use digital banking channels for routine transactions.

## **DECLARATION**

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

(Shaik Mohamed Bawaji)