



KHAJA SHAJIUDDIN

ACCOUNTANT

CONTACT

✉ khajashaji01@gmail.com

☎ +971 556747028

📍 Dubai

SKILLS

Tally ERP 9

MS Excel

MS Outlook

Team Work

Time Management

LANGUAGES

English

Hindi

Urdu

PERSONAL DETAILS

Father's Name : Khaja Naseeruddin

Date of Birth : 18-03-1990

Nationality : Indian

Religion : Muslim

Marital Status : Married

Passport No. : N1779974

Passport Expiry : 09-08-2025

SUMMARY

Seeking a challenging position where that knowledge I have gained can be utilized for the development of the organization. Aim is to maximize and enhance my skills to serve better for the progress of the organization.

EXPERIENCE

Accountant

Nov2016- Oct2023

Fituceramics Hyderabad

- Maintaining Day To Day Transaction Of Companies/Firm.
- Verification & Maintenance of accounts receivable and payable.
- Writing Books of Accounts (Journal Entry & Book Keeping)
- Documented financial transactions and recommend financial action.
- Preparing cash & fund flow statements.
- Acquired knowledge in cloud-based accounting software.
- Preparation of TB, Balance Sheet and Profit & loss accounts.
- Review and audit all invoice and payments.

System operator & Support engineer

Mar 2011 - Dec 2013

Vishwa solution Secunderabad

- Prepare sales reports and forecast, analyze markets trends, and identify opportunities for Growth.
- Work Closely with Operating team To ensure That Orders are Processed efficiently
- Generate reports, Store Completed Work in Designated Location And Perform backup operation.
- Review Data for Deficiencies, Correct any Incombilities.
- Repair And sales computer's.
- Network troubleshooting And system assemble.

Data analysts

Nov 2009 to Jul 2010

Dialuz.com Hyderabad

- Entering Given data Given by the Company in Best formats
Ensure that the data given by client are well written before entering on website.
- Code, total, batch, enter, verify and reconcile transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices, cheque requisitions, and bank statements in a ledger or computer system.
- Compile budget data and documents based on estimated revenues and expenses and previous budgets.
- Prepare period or cost statements or reports.
- Calculate costs of materials, overhead and other expenses based on estimates, quotations.
- Respond to customer inquiries, maintain good customer relations and solve problems.

REFERRAL

Mohammed Iftekhar sayani
Managing director
(Fitucermics Hyderabad)
PH: +91 9885183931

REFERRAL

Mohammed Shoeab
HR Manager
(Fitucermics Hyderabad)
PH: +91 9885307051

REFERRAL

M Kavitha
HR Manager
(Vishwa solution
secunderabad)
PH: +91 4466661786

REFERRAL

Gandhi Kishan
Managing director
(Dialuz.com hyderabad)
PH: +91 4460006633

EDUCATION

May 2015 – May 2019

Bachelor of commerce
Dr B.R Ambedkar open University Hyderabad

DECLARATION

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

Khaja shajiuddin