

ASAD SHAMEER QURESHI
MIS & ACCOUNTING OFFICER



Location: Dubai (Al-Quasis 2) ♦ Mobile: 00971 561842004 ♦ Email: asadq2017@gmail.com

ATTRIBUTES & SKILLS

- On-hands experience and strong background in **Management Information Systems (MIS)**
- Skilled in data clean-up & preparation for creating **daily & monthly summary** reports.
- In-depth knowledge of **Excel functions, formulae** and creating dashboards.
- Basic understanding of **MySQL** programming language.
- Excellent **communication** and **interpersonal** skills.
- Ability to work **independently** and as part of a team.

PROFESSIONAL EXPERIENCE

ADSCULT Private Ltd (Mumbai, India)

MIS & Accounting Officer

Sep 2022 to Feb 2023

- Managed financial data entry, including accounts payable and accounts receivable from company clients, ensuring accuracy and compliance with accounting standards.
- Assisted in the preparation of monthly, quarterly, and annual financial reports for the senior accounts manager.
- Conducted data entry tasks, including journal entries, expense reports, and general ledger maintenance.
- Collaborated with senior accounts manager during annual financial audits, ensuring timely submission of required documents and responding to audit inquiries.
- Assisted the accounting team in preparing invoices, reconciling bank statements, and processing payroll.

EDUCATION & CERTIFICATIONS

- Completed H.S.C from Rizvi College of Arts, Science & Commerce in 2021.
- In Sept 2023, completed **Advanced MS office** (Excel, Words and Power Point) from **CompuField**.
- In Oct 2023, completed **MySQL** (database administration & data analysis) course from **CompuField**.

PERSONAL INFORMATION

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| Date of Birth | 23rd December 2003 |
| Place of Birth | Mumbai (India) |
| Nationality | Indian |
| Marital Status | Bachelor |
| Visa Status and Expiry | Visit Visa valid until Feb 2023. |
| Languages Known | English, Hindi, and Urdu. |
| Hobbies | Playing cricket, football, reading books and listen to music. |