



SIKENDAR BEG



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DUBAI, UAE

SOFTWARE SKILLS

Accounting Management

Microsoft Excel

Microsoft Office

Oracle POS software

LANGUAGES

READ/WRITE /SPEAK

English

Hindi

Urdu

PERSONAL DATA

Date of Birth : 02/01/1995

Nationality : Indian

Marital Status: Married

Visa Status: Employment

Visa Validity: 25/03/2026

Passport No.: M 9394429

Validity : 04/05/2025

CASH SUPERVISOR

PROFILE :

With a Master's degree in commerce and over 4 years of experience in accounting, and Cash management, Ability to analyze Cash balance and prepare Accounts reports, Cash statements and projections, also to handle confidential information. My proficiency in accounting software has enabled me to streamline processes and improve efficiency.

STRENGTH:

- Adaptable to new environment and responsibilities, self-motivated and outgoing.
- Utilize knowledge to improve productivity with positive attitude and commitment.
- Effective communication, coordination and team spirit with proficiency of grasping new concepts quickly and utilize the same in a productive manner.

EMPLOYMENT HISTORY:

OILFIELDS SUPPLY CENTER L.T.D – IN U.A.E

The Company was established in early 1962 and is primarily focused on the upstream oil and gas industry for the middle east and north Africa region (MENA) and also has operation in Malaysia. OILFIELDS SUPPLY CENTER L.T.D is a Government of Dubai company.

Designation: - Cash Supervisor - Duration :- jan 2024 to Present

Duties & Responsibilities:

- Maintaining confidentiality when handling customer transactions by following company policies regarding privacy and security.
- Maintains a detailed and updated database on customers which is periodically reviewed to maintain accurate information.
- Receives and receipts a variety of payment and other cash-related transactions.
- Assists in preparing reports pertaining to business development and sales to the senior management whenever required.
- Assists with supervision and training of employees.
- Ensures daily bank deposits are accurately balanced and cashier transactions activity is accurate.
- Re-directs customer inquiries to appropriate personnel within the company and who can assist in resolving the complaints/issues.

AL SAFEER GROUP OF COMPANIES – SAFEER MALL LLC - UAE

Safeer group of companies based in Dubai they are diversified their activities in different fields like Mall, Hypermarkets, Mobiles, Furniture & Optical etc.

Designation: - Senior Head Cashier - Duration :- Nov 2020 to Feb 2023

Duties & Responsibilities:

- Supervise & audit the activities of the accounting team.
- Verification of entries entered & passed Liaison with the banks and principle Amount.

PERMENENT ADDRESS

Mirza House Mandawar
PO – Uttar Pardesh
Bijnor India
Ph.: +918868915909

- Credit and maintain tips and tricks solutions for online database&web.
- Assists in preparing rseports pertaining to business development and sales to the senior muanagement whenever required.
- Inter group companyr reconciliation.
- Re-direct customer inquiries to appropriate personnel within the company and who can assist in resolving the complaints /issues.
- Monitor&maintain coPmputer system and network test and evaluate new technology.
- Track cashier break shchedules.Prepare monthly statement.
- Analyses customer fedback and ensures necessary action is taken on improvement arese.

HI TEK GROUP - INDIA

Hashtag computer software is INDIA based computer softwaredevelopers & online social media advertising Co.

Designation: - M.T.S Collection Officer - Duration :- Feb 2017 to jul 2019

Duties & Responsibilities:

- Managing general accounting, internal and external report banking relations, and financial data entry.
- Checking vouchers, monitoring invoices and payments.
- Maintaining daily financial position report about bank balances & cash flows.
- Preparation of financial statements on monthly, quarterly, annually basis.
- Preparing & submitting Bahrain VAT Return.
- Finalization of ledger accounts & preparing ledgers for external audit.

MIRZA INTERNATIONAL L.T.D INDIA

One of indias leading manufacturers and exporters of leather footwear apparels and accessoriesf.

Designation: - MANAGER ASSISTANT, Duration Feb-2016 –Jan 2017

Duties & Responsibilities:

- Bank Reconciliation / Credit Card Reconciliation.
- Cash management, Invoice checking and Posting.
- Handling supplier payments & cheque preparation.
- Conducting monthly stock Taking & Preparing G/P Reports.
- Assisting preparation of financial statements, reports and analyticalreviews.
- Posting entries & analyzing reports through SAP software.

EDUCATIONAL QUALIFICATION:

Master Degree in Commerce (B.Com), University of Bareilly,
India in 2019

D.C.A (Diploma in computehApplication) from Dheli .

REFERENCE:

Will be provided up on request .