










# Ibrahim Tambe



## Personal details

-  Ibrahim Tambe
-  ibrahimtambe345@gmail.com
-  0561272967
-  Diera Dubai Dubai
-  March 12, 1995
-  India
-  Male
-  Indian
-  Ibrahim Tambe

## Skills

- PC Maintenance
- data collection and analysis
- data-driven insights
- MS Office
- Salesforce CRM
- Spreadsheet analysis
- analytical
- meticulous
- eye for detail
- Well-versed

## Profile

A dedicated, self-motivated individual seeking for an employment opportunity that offers a positive atmosphere to utilize, learn, improve and enhance my skills, while making a sign incant contribution to the success of the organization. Results-oriented Account Assistant bringing years of clerical and customer-focused experience. Enthusiastic about streamlining operations and increasing team efficiency. Focused offering years of experience in Accounting Assistant role. Enthusiastically aiming to apply proven history of successful collections and AP/AR management. Accustomed to contributing to team objectives and driving company development. Capable Accounting Assistant skilled in data collection and analysis with meticulous eye for detail. Actively pursuing role to apply years of accounting prowess. Experienced [ clerk with solid background organising business accounting information. Well-versed in requirements, as well as accounting laws. proficient and quick learner. Meticulous accounting professional aiming to fulfil

## Education

- Master's in Business Administration : HR** Jul 2018  
HRD University of Pune - Pune, Pune
- Bachelors in Commerce-Banking & Finance** Jun 2016  
University of Pune - Pune, Pune
- SSC,HSC** Jun 2013  
Ideal English School Ratnagiri
- Diploma Course in Graphic & Office Automation2015** Jun 2014  
Disha Institute; AICPTR
- Tally ERP 9 2013** Present  
AICPTR Maharashtra State

## Employment

- Account Assistant** Jul 2023 - Present  
Manhattan Designer, Dubai
  - \* Prepared comprehensive financial reports adhering to GAAP standards for management's review during monthly meetings
  - \* Presented audit findings to accounting manager after reviewing results and paperwork
  - \* Streamlined daily reporting information entry for efficient record keeping purposes
  - \* Maintained accurate and complete documentation to facilitate accounting and filing functions.
- HR Executive** Sep 2022 - May 2023  
Skyscraper Consulting, Pune
  - \* Educated employees on company policy and kept employee handbook current
  - \* Built human resource organization and aligned people and culture with corporate strategic priorities and operations
  - \* Processed employee claims involving performance issues and harassment
  - \* Evaluated human resources structure and plan for continual improvement and offered individuals professional and personal growth opportunities
  - \* Increased talent pool by

- communication
- communications
- organising
- quick learner
- decision-making capabilities
- dedicated
- networking
- Enthusiastic
- self-motivated individual
- customer-focused
- strategies
- Results-oriented

## Languages

- English
- Hindi

## Hobbies

- Playing Cricket
- Gardening
- Reading Books

implementing effective recruitment strategies, including targeted job postings and networking events.

**Customer Account Manger** Dec 2019 - Jul 2022  
*Nass Contracting, Bahrain*

\* Evaluated customers' potential needs to make appropriate recommendations \* Worked with sales team to collaboratively reach targets, consistently meeting or exceeding personal quotas \* Increased sales with execution of full sales cycle processing from initial lead processing through conversion and closing \* Collaborated with finance department on invoicing accuracy for applicable products, services, software, and logistics \* Informed customers of promotions to increase sales productivity and volume \* Leveraged data-driven insights to optimize ongoing communication strategies tailored specifically towards individual clients' preferences \* Championed collaboration and communication within the team, resulting in a more cohesive approach to account management and broader organizational success \* Presented professional image consistent with company's brand values.

**Cashier Supervisor** Jul 2018 - Sep 2019  
*National Exchange, Qatar*

\* Established strong relationships with banking partners to facilitate access to various financial services and secure favorable lending terms for the organization

\* Maintained accurate records of fixed assets, including acquisition costs, depreciation schedules, and current values for insurance purposes \* Enhanced financial decision-making capabilities by providing timely, accurate information to management through regular performance reports \* Detected and corrected mistakes early on and implemented systems to avoid recurring issues \* Reviewed business operations and obligations to help organization function at acceptable level \* Reviewed accounts, resolved coding areas, and tracked recurring expenses for accrual entry \* Provided journal entries and performed accounting on accrual basis \* Found tax solutions to complicated tax issues or errors from incorrect tax filings \* Modified comprehensive reporting to reflect changing financial structure \* Assisted in the development of financial forecasts based on historical trends and current market conditions, supporting strategic planning initiatives within the organization \* Conducted technical and analytical reviews of tax returns to check for accuracy and qualified deductions \* Maintained current knowledge of store promotions and highlighted sales to customers \* Learned duties for various positions and provided backup at key times \* Replenished shelves regularly to meet customer demand and maximize sales \* Addressed and resolved complaints quickly to maintain customer satisfaction.