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Dubai, UAE

EDUCATION

Bachelor of Commerce,
(B.Com Computers)
**Swami Vivekananda Degree
& PG College**, Mahabubnagar,
India.
2011 - 2014

SKILLS

- Customer service-oriented
- Microsoft office suites
- Invoice Processing
- ERP Accounting
- Information distribution
- Confidentiality maintenance

PERSONAL DETAILS

Date of Birth / Age:
27/08/1993

Nationality: Indian

Marital Status: Married

Visa Status: Visit Visa

Gender: Male

Passport: Y7864138 (Valid till
06-08-2033)

SHAIK ANWARULLAH

PROFESSIONAL SUMMARY

Energetic employee well-versed in strong communication and organisation skills. Seeks solutions to problems and applies extensive analytical knowledge to findings. Adept at multi-tasking, leading group discussions and managing projects.

WORK HISTORY

April 2023 - April 2025

Perfect Constructions - Accountant cum Document Controller, Hyderabad, India

- Keeping track of all payments and expenditures, purchase orders, invoices, statements, etc.
- Facilitated smooth workflow by providing required documentation to respective departments on time.
- Maintained confidentiality and security of sensitive information in accordance with company policies.
- Managed the flow of both electronic and hard copy documents efficiently, thereby enhancing overall organisational effectiveness.
- Handled incoming correspondence and technical information, distributing as directed.
- Ensured timely invoice payments with diligent follow-ups.

April 2018 - February 2023

Horizon Gulf Electromechanical Services LLC - Accountant, Dubai, UAE

- Maintaining accounting ledgers by verifying and posting account transactions.
- Preparing cheques and monitoring PDC payments, ensure to settle on time.
- Handling online banking process such as Fund transfers, LC issuance, Bank guarantees & Bonds etc.
- Coordinating with bank for any service related queries.
- Liaising with VAT consultants for VAT return filing.
- Disbursing petty cash by recording entries and verifying documentation.
- Having good book keeping knowledge.
- Protect organization's value by keeping information confidential.
- Gathered information and prepared data for use in reporting and documentation.
- Achieved improved operational efficiency through regular updates of document control procedures.

Projects:

- Mohammed Bin Rashid Al Maktoum City, Dubai
- The Makers District, AL Reem Island, Abu Dhabi
- Villanova La Rosa Phase 3 & 4, 5 & 6 in Dubai
- Movenpick Hotel & Resort in Ras Al Khaimah
- Nudra Beach Villas at Saadiyat Island, Abu Dhabi

LANGUAGES

English

Fluent

Hindi

Fluent

Urdu

Fluent

Telugu

Advanced

February 2016 - March 2017

Cognizant Technology Solutions - Process Executive (FXMM Operations),
Hyderabad, India

- Having good knowledge in Forex products like Spots, Swaps, Forwards and NDFs
- Coordination with various Banks, Corporate and Institutions worldwide to ensure smooth processing of trades
- Follow up with clients through telephone and email mode of communication for confirmations before settlement date
- Coordination with Front office, Middle, Back office and various IT departments for issues which are raised and to fix up the errors

REFERENCES

References available upon request.