

SHUJAUDDIN KEROSINWALA (M.H.R.M)
Human Resource Management

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PROFILE SUMMARY

Result-oriented and goal-driven professional with extensive experience in Accountant & HR Executive. Demonstrated in past work experience determination and drive to generate revenue, conduct market research, deliver quality service and retain an employee. To be associated with an organization where my educational and technical skills will help in achieving both personal and organizational goals and put my academic knowledge into practice in pursuit of a successful career

QUALIFICATIONS

CMA (Certifications)	Pursue
Masters in Human Resource Management , Sardar Patel University, India	2014
Bachelor of Commerce , Gujarat University, India	2011
HSC (Commerce) , GSHSEB, India	2008

KEYS SKILLS & COMPETENCIES

- Time Management
- Communication
- Adherence to Laws & confidentiality guidelines
- Proficient in MS Office (especially Excel)
- Specialist Software: Sage Business Cloud, TALLY ERP & Quickbooks
- Excellent math ability
- Good organizational
- Decision Making
- General ledger entry and maintenance
- Data Entry
- financial statements
- Bank reconciliation, Taxation
- Accounts Receivable & payable
- Analytical Skills
- Ability to Work Under Pressure
- Payroll, HR Policies, Staff Retention
- Administration, Screening, Recruiting, Employee engagement
- Scheduling, Teamwork, Database Management

PROVEN JOB ROLE

Junior Accountant – ELEMENT MIDDLE EAST L.L.C (*Element Middle East LLC is part of the Salah Group of Companies, dealing in branded household products. The Company was formed in 1999 and is a license of Prestige Brand for 14 countries across the Middle East*)

Oct 2016- Present

- Supporting the senior/managing accountant and wider finance team
- Maintain the general ledger operations
- preparing financial statements
- Audit Process and pay vendor invoices in an accurate and timely manner
- Assist with FTA of Processing online and submit the VAT returned for quarterly
- Assist senior with month-end duties which include bank reconciliations and calculations of rebates.

- Assist senior accountants in the preparation of monthly/yearly closings
- Collect, categorize, calculate, verify and enter data to maintain accurate records
- Manage account balances to discover outstanding debts or other inconsistencies
- Issue invoices and bills and send them to customers through various channels (mail, e-mail, etc.)
- Issue customer account statements periodically or monthly
- Post all payments cash, checks, and credit card payment to customer accounts.
- prepare bank deposits
- Make collection calls -follow up on past-due payments and skip invoices.
- Monitor customer account details for non-payments, delayed payments, and other irregularities.
- Record contact information, communications & collection efforts in the ERP system.
- Work closely with other departments to resolve /research and applies unapplied cash.
- Oversee accounts receivable write-offs, adjustments & payment reversals.
- Clarifying charge-backs, deductions, and allowances on payment received.
- Review each report to ensure - all transactions match check, credit card deposit slips statement, organizing paperwork by date and month.
- Work with manager and credit collections department to address any issue with check or credit card applications.
- Prepare client credit/debit notes, stock posting, GRV, etc.
- Opening new accounts on ERP by verifying supporting documents like trade license, VAT certificate, etc.
- Invoice generation for local & e-commerce orders as per the unit specified
- Oversee local deliveries and order management to various outlets in UAE & KSA (Carrefour, Lulu, etc.)

HR Executive – Sulekha.Com New Media Private Limited (Reporting to the Head of Management Team - Planning & HR)
JULY 2014- Jun 2016

- Core Team Member for Administration of Floor Management.
- Joining Formalities of New Employees& Managing employee's files.
- Drafting Appointment letters, Offer letters, Relieving letters, Salary Certificates & Experience Letters.
- Handling Manpower planning and end-to-end Recruitment process of Sales & Customer Support functions.& Recruitment of Middle to Senior Level managers.
- Managing Payroll: Attendance, Overtime, Leave Management, Salary Process, etc.
- Preparing manpower reports and status for all the employees with attrition.
- Organize motivational and welfare activities.
- Drafting and implementing new policies as per the necessity arise.
- Induction of the new joiners.
- Be a very good relationship manager with the recruitment consultants in terms of updating them in real-time on the status of the candidates, invoice management, etc.
- Meeting with the Training and Quality Department to calibrate on the hiring for TME's.
- Analyze monthly sales of each executive and give a monthly target to each based on market condition and performance of the executive.
- Developed and Implemented Induction, Documentation, On-Boarding process for all New Recruits
- Conducted Exit Interviews of employees leaving the company to come up with remedial measurements to reduce Attrition.
- Proposed various rewards and recognition plans to the Management.
- Properly maintaining employee records and handling all new hire procedures, including a vast knowledge of new hire and termination procedures.
- Preparing and scheduling induction and orientation programs and coordinating with various Business Teams in the organization.
- Problem-solving of Labour, Employees & managers.
- Keep a check on Admin-related Expenses.
- Keep a check on the Log Book of vehicles every week.
- Managing day-to-day administrative tasks like housekeeping work, updating stationery requirements.

PERSONAL DETAILS

Nationality : Indian
 DOB : Dec 1989
 Marital Status : Married
 Driving License : Valid UAE Driving License (LMV)
 Languages : English, Gujarati, Hindi, Urdu