

# Md. Shoeb I. Saiyed

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☎ +91 94088 80010 | ✉ mdshoeb14185@gmail.com

☑ 1515, Moti Ali Pole, Dabgarwad Dariyapur, Nr J.P. High School, Ahmedabad – 380001

## Professional Summary

Experienced and dedicated Senior Accountant with over 20 years of expertise in the Float and Tempered Glass Market and various private sector roles. Known for honesty, hard work, and commitment to organizational success. Proven track record in handling accounting operations, GST compliance, and financial reporting.

## Key Skills

- Tax & Bill Entry
- Party Cheque Collection
- Bank Reconciliation & Positioning
- GST Return Filing & Observation
- Service-Focused & Detail-Oriented
- Innovative Problem-Solving

## Professional Experience

- Prime Glass Art Designers, Ahmedabad
  - Senior Accountant | Dec 2020 – Present
  - - Handling complete accounting processes including invoicing, bank transactions, and GST returns.
- Desai Group of Industries, Ahmedabad
  - Accounts Executive | 2015 – 2020
  - - Maintained accurate ledgers and assisted with financial statement preparation.
- Shah Alloys Ltd, Ahmedabad
  - Accounts Department | 2007 – 2015
  - - Managed accounts payable/receivable and ensured timely tax filings.
- ICICI Bank Ltd, Ahmedabad
  - Account Opening Executive | 2006 – 2007
  - - Managed customer KYC and account documentation.

- Centurion Bank, Ahmedabad
  - Two-Wheeler Finance Executive | 2003 – 2006
  - - Worked at dealer point managing finance applications and documentation.

## Education

Master of Commerce (M.Com)

Ahmedabad University | Second Class | External

## Languages

- Hindi
- English
- Gujarati
- Urdu

## Hobbies & Interests

- Writing
- Listening to Music
- Fashion & Accessories
- Outings with Friends

## Declaration

I hereby declare that the above-mentioned information is true to the best of my knowledge and belief.

Md. Shoeb I. Saiyed

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