

SHADAB FAIZY

☎ +971563161303 | ✉ faizyshadab28@gmail.com | 📍 Nasser Square,
Deira, Dubai | 📁 shadab-faizy-666752276

Professional Summary

Detail-oriented and results-driven Accounting Professional with over 6 years of experience in managing accounts payable/receivable, optimizing cash flow, and conducting precise bank reconciliations. Skilled in international trade compliance, export/import documentation, and VAT law application. Proven track record in maintaining accurate financial records, ensuring regulatory compliance, and supporting organizational profitability.

Core Competencies

- Accounts Payable & Receivable
 - Bank Reconciliation
 - Cash Flow Forecasting
 - VAT Law & Compliance
 - Import/Export Documentation
 - Financial Reporting
 - Invoice Processing
 - ERP Systems (Busy, Tally, QuickBooks)
 - Audit Preparation
 - Excel
-

Professional Experience

Assistant Accountant

Al Shaab Electronics Llc,
Dubai, UAE

September 2017 – Present

- Managed end-to-end accounts payable and receivable functions, processing and monthly transactions.
 - Conducted monthly bank reconciliations across with 100% accuracy.
 - Prepared detailed cash flow reports and forecasts for senior management, improving liquidity planning.
 - Oversaw export/import documentation, ensuring compliance with UAE customs regulations.
 - Filed and reconciled VAT returns quarterly in line with UAE VAT law and FTA guidelines.
 - Collaborated with auditors for year-end financials.
-

Education

Bachelor of Commerce (B.B.M)

Magadh University, Gaya, India.
2010-2013

Accounts Assistant

Maintained purchase, sales, and petty cash records with accuracy.

Assisted in preparing profit & loss accounts, balance sheets, and cash flow statements.

Processed payroll and maintained employee records in compliance with statutory requirements.

Ensured compliance with tax regulations, including VAT.

Reconciled vendor statements and resolved discrepancies, maintaining positive relationships.

Technical Skills

Data Entry & MIS Reporting:

Accurate data handling and generation of MIS reports for management.

Document Management:

Scanning, archiving, and indexing of accounting documents.

Busy Accounting Software:

Hands-on experience with Busy for managing day-to-day accounting tasks, including sales/purchase entry, ledger management, inventory control, and VAT billing.

Languages

English, Hindi & Urdu – Fluent