



SHADMAAN MUHIDDIN

MBA in FINANCE & HR

CONTACT

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EDUCATION

Master of Business Administration (MBA)

Vivesvaraya Technological University

Bachelor of Commerce (Bcom)

Karnatak University of Dharwad

SKILLS

- Financial Analysis
- Financial Reporting
- Taxation
- Financial Accounting
- Accounts Receivables
- Team Player
- Time Management
- Attention to Detail
- Quick Learner

CERTIFICATIONS

- Corporate Financial Statement Analysis
- Career Edge-Young Professional at TCS ION
- MS Excel on Great Learning
- Investment Banking on Great Learning.

INTRODUCTION

An MBA graduate specializing in Finance and Human Resources, backed by a Bachelor's degree in Commerce. Four years of diverse professional experience, with a focus on accounting for three years. Proficient in financial accounting, analysis, taxation, and HR practices such as recruitment and employee relations. Seeking a growth-oriented role to leverage skills and contribute to organizational success.

WORK EXPERIENCE

Accounts Executive 2020 - 2023

AMEEN MOTORS | INDIA

- Maintained daily transactions meticulously, recording and reconciling financial data.
- Oversaw accounts receivable, including follow-up on outstanding payments and reconciliations.
- Conducted comprehensive bookkeeping tasks, maintaining organized and accurate financial records.
- Generated detailed financial reports, providing insights into the organization's financial performance.
- Managed the billing process, ensuring accuracy and timeliness in invoicing and payments.
- Collaborated with cross-functional teams to ensure smooth financial operations
- Supported internal and external audits by providing necessary documentation and analysis.
- Contributed to process improvement initiatives to enhance the efficiency and effectiveness of financial processes.

Recruiter 2023 - 2024

GETT JOBS | INDIA

- Reviewing resumes and applications received from job seekers.
- Conducting initial screenings of candidates through phone or video interviews.
- Assessing candidates' qualifications, skills, and experience to determine suitability for specific positions.
- Collaborating with hiring managers or clients to understand their staffing needs and preferences.
- Identifying and contacting potential candidates through various recruitment channels, such as job boards, social media
- Scheduling interviews between candidates and hiring managers or clients.

TECHNICAL SKILLS

- Tally Prime
- MS Excel
- MS PowerPoint
- MS Word
- Google slides
- Google Forms

ACHIEVEMENTS

- Participated in Karnataka Edition State Level Inter-Collegiate Debate competition in 2023.
- Student of the year award 2018.
- Runners-up of State level Drama competition.