

AFZAL SHAH

Accounts & Administration Executive

+91 9082188639 ✉ shah976842@gmail.com

Mahim Mumbai- 400017.

PROFESSIONAL SUMMARY

Organized and hardworking professional with experience in handling customer transactions, billing, documentation, payment records, and day-to-day office work. I have experience working with customers, maintaining records, coordinating payments, and using MS Excel and other office tools. I also have basic knowledge of accounting, invoicing, ledger maintenance, and Tally ERP. I am a quick learner, comfortable handling multiple tasks, and looking for an opportunity to build my career in Accounts and Administration..

PROFESSIONAL EXPERIENCE

BAWA AASHIYAN TOWER PROJECT

Dharavi Mumbai

Accounts & Administration Executive

Feb 2023 - Present

- Maintained customer payment records, booking details, outstanding amounts, and transaction-related documentation.
- Prepared and maintained **invoices, payment receipts, bills, and other sales-related financial documents**.
- Recorded and tracked customer transactions, booking amounts, installments, and payment status using **Microsoft Excel**.
- Used **Tally ERP** for recording transactions, maintaining customer accounts, generating invoices, and updating payment records.
- Assisted with basic **ledger maintenance, voucher entries, sales entries, purchase entries, and account reconciliation**.
- Assisted in **billing and payment reconciliation**, verifying received amounts against customer records and payment schedules.
- Maintained accurate records of **accounts receivable, customer outstanding balances, and pending payments**.
- Coordinated with customers regarding payment schedules, outstanding amounts, receipts, and required financial documentation.
- Assisted in preparing and organizing documents related to **sales agreements, payment schedules, receipts, possession letters, and property transactions**.
- Performed data entry and maintained systematic records of customer and transaction information.
- Assisted with basic **cash and bank transaction records** and ensured supporting documents were properly maintained.
- Prepared PowerPoint presentations covering project information, pricing, registration procedures, payment plans, and documentation processes.

RELIABLE OCEAN TECHNOLOGIES

Mankhurd, Mumbai

RPA Developer Intern

Feb 2021- Mar 2022

- Working as an intern on developing software using UiPath tool to make repetitive tasks easy.
- Extensively used commands like Mouse clicks, Open program/files. Files/Folders, Window actions, Log to file, Loops, System. Delay and Interactive.
- Developed robotic bots using UiPath to automate manual, repetitive, rule based and high volume processes.
- Collaborated with support team to assist client stakeholders with emergent technical issues and develop effective solutions.
- Analyzed code and corrected errors to optimize output.

Cyber Cafe Manager**April 2017- Dec 2020**

- Online Application Services: Handled end-to-end digital form filling, including Online Provident Fund (EPF) claims, Government Job Applications, College Admissions, Scholarship Forms, and Passport Applications.
- Financial & Cash Management: Responsibly managed and recorded all daily cash flow and payments, safely handling high-volume domestic money transfers ranging between ₹5 to ₹10 Lakhs daily.
- Banking Agent (Bank of Baroda BC): Operated as an authorized Business Correspondent for Bank of Baroda, directly assisting customers with opening new bank accounts, processing insurance policies, and handling basic banking services.
- Travel & Hospitality Booking: Managed a ticketing desk to book air, train, bus tickets, and hotel accommodations for customers, ensuring accurate data entry and secure payment processing.
- Customer Support: Assisted customers with technical issues, troubleshooting computer software, and answering questions about internet navigation.
- Daily Digital Operations & Inventory: Provided essential services including data typing, high-volume printing, scanning, and document handling while keeping accurate records of shop logs and inventory.

EDUCATION**UNIVERSITY OF MUMBAI****Mumbai***Bachelor of Management Studies (B.M.S) Cumulative GPA: 9.04*

June 2019 – Mar 2022

MAHARASHTRA STATE BOARD**Mumbai***H.S.C (Commerce) Percentage : 60.00%*

May 2018 – May 2019

S.S.C (Commerce) Percentage : 67.40%

May 2016 – June 2017

CERTIFICATION

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|--|-------------------------|
| • Advanced MS Office (Word, Excel, PowerPoint) | • UiPath Studio |
| • Photoshop | • Power Automate |
| • DTP Course | • SQL Server & MySQL |
| • Power BI | • Python |
| | • HTML, CSS, JavaScript |

KEY SKILLS

Accounts & Finance	Computer & Software Skills	Professional Skills
• Billing & Invoice Preparation • Payment Processing & Transaction Recording • Cash & Bank Transaction Handling • Financial Record Keeping • Expense & Payment Tracking • Bank Reconciliation • Data Entry & Verification	• Tally ERP • Microsoft PowerPoint • Microsoft Excel • Microsoft Word • Canva Digital Marketing Support • Poster & Advertisement Design	• Communication Skills • Problem Solving • Teamwork • Strategic Thinking • Time Management • Project Management • Customer Engagement

PERSONAL DETAILS

- | | | |
|------------------|---|---|
| • Date Of Birth | : | 29/08/2001 |
| • Marital Status | : | Single |
| • Languages | : | English, Hindi |
| • Address | : | R. No- 78, Madina nagar, 60 Feet Road, Mahim East, Mumbai – 400017. |