



TANZIL FAKIH

Accountant Cum
Secretary

CONTACTS

PHONE NUMBER

+971 5429 76123

EMAIL

tanzilfakh03@gmail.com

ADDRESS

Falal Street, Madina Zayed,
Abu Dhabi, United Arab
Emirates, Dubai, UAE

ABOUT ME

Successful at controlling budgets, administering payroll, distributing invoices and handling any other accounting function in a focused and exacting manner. Central to maintaining compliant and sustainable business operations. Consistent in accurately tracking expenses, reconciling accounts and supporting audits.

SKILLS

- Accounting
- Payroll Administration

WORK EXPERIENCE

SECRETARY

ABU DHABI

Trojan Construction Group
Apr 2024 - Present

- Processed and distributed incoming correspondence to relevant staff, facilitating team communication.
- Answered inbound telephone calls promptly, directing clients, vendors & general queries to relevant teams.
- Provided positive first impressions by maintaining immaculately reception areas & warmly greeting clients.
- Documented & shared weekly meeting minutes.
- Facilitated smooth operation of office equipment, including photocopiers, scanners, & printers, troubleshooting issues as necessary.
- Monitored email inboxes of senior staff, prioritizing messages and responding on their behalf when necessary.
- Coordinated with the IT department to resolve technical issues, minimizing downtime and maintaining operational efficiency.
- Drafted, reviewed, and distributed professional correspondence, including emails, letters, and memos to support business communication.
- Handled incoming calls & enquiries, offering professional assistance & directing to appropriate departments for further action.
- Acted with diplomacy & maintained confidentiality when dealing with sensitive issues.
- Managed diary for senior executives, scheduling meetings and coordinating travel arrangements to optimize time efficiency.
- Screened incoming telephone calls and PR enquiries, directing them through appropriate communication channels.
- Scanned & photocopied documents for office team members.

ACCOUNTANT CUM SECRETARY

Business Bay
Dubai

Infinity Strata Management LLC,
Feb 2024 - Apr 2024

- Invoicing



- Aconex



- Outlook



LANGUAGES

- English



- Hindi



- urdu



- arabic



PERSONAL DETAILS

Date of birth:

15/02/1993

Nationality:

India

Visa status:

Company Visa

Marital status:

Married

- Used accounting software (*ADDA* the preferred cooperative society *software*)and databases to process work orders, invoices and payroll.
- Managed day-to-day office admin duties, from customer relations to clerical tasks
- Created letters, emails and documents to excellent standards, using digital transcript systems.
- Generated quarterly financial reports to detail company revenues and expenses.

ACCOUNTANT

Mumbai

Fakih and Comapy

Oct 2014 - Jun 2021

- Senior accounts roles & responsibilities in contracting companies.
- Edited and finalized letters before distribution to check for clarity and accuracy.
- Maintained organized filing system documenting business operations.
- Provided positive first impressions by maintaining immaculately reception areas and warmly greeting clients.
- Generated and distributed invoices to obtain fee payments.
- Scheduled appointments and meetings for more than 50 staff members

ARTICLE ASSISTANT

Mumbai

CA SAYED SHAIKH & ASSOCIATE

Jun 2013 - Oct 2014

- Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.
- Submitted tax, VAT and annual audit reports on time and with clarity.
- Prepared month-end closing entries for detailed reporting and record keeping.
- Filed VAT and income tax returns for [50]+ clients.

EDUCATION

2013

**BACHELOR OF COMMERCE:
ACCOUNTING & TAXATION**

*N Varadkar, RV Belose, Commerce & Arts, Dapoli,
Ratnagiri, MH, Dapoli, Ratnagiri, MH*

2010

**CERTIFICATE OF HIGHER EDUCATION:
COMMERCE**

*National High School, Dapoli, Ratnagiri, Maharashtra,
India, Dapoli, MH*

2008

SECONDARY SCHOOL CERTIFICATE

*National High School & Junior College, Dapoli, MH,
Dapoli, MH*


2016

**CERTIFICATE OF HIGHER EDUCATION:
ACCOUNTS & TAXATION**

*IPCC Appeared the Institute of Chartered Accounts,
Mumbai, MH, India, Mumbai, MH*

EXTRA-CURRICULAR ACTIVITIES

**NATIONAL SERVICE SCHEME
(NSS)**

 *Dapoli, Ratnagiri*

*N.K Varadkar College
Dec 2012 - Dec 2012*

- i) understand the community in which they work
- (ii) understand themselves in relation to their community;
- (iii) identify the needs and problems of the community and involve them in problem solving process;
- (iv) develop among themselves a sense of social and civic responsibility.