



SAEEB AHMAD ANTULE



050 9076188



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Old Lootha, 304, Al Karama – Dubai.

CAREER OBJECTIVE:

To be a part of organization where the management structure recognizes and rewards, loyalty, honesty, hard work & ambition of an employee by providing growth opportunities and necessary infrastructure that could contribute to the success of the company.

WORK EXPERIENCE:

Accounts Executive

CA DP Shejwal & Associates.

Mumbai, India

May, 2024 to Jan, 2025.

JOB RESPONSIBILITIES:

- Passing journal entries.
- Bank reconciliation.
- To assist in filing the Income Tax Returns of different clients.
- Entering day to day entries of accounting transactions in Tally ERP.
- Assisting in preparation of audit reports.
- To maintain the accurate record of GST as per the instructions.
- Preparation of various reports as per the requirement.

Activation Executive

Axis Securities Limited.

Mumbai, India

Sep-2023 to Apr-2024.

JOB RESPONSIBILITIES:

- To develop a suitable marketing strategy and action plan consistent with the share and volume objectives of the business.
- Assist in and co-ordinate national level market research activities.
- To participate and be involved in the key decision-making for the regional management.
- Data management and sharing with sales team.

WORKSHOPS:

- ❖ Workshop on Technical Analysis - Year - Oct-2021.
- ❖ Money Symphony the Startup Mantra - Year - Feb 2022.
- ❖ Workshop on Career Prospectus in Finance – Option Trading & Wealth Management - Year - Dec-2022.
- ❖ Building Careers in Capital Markets at NISM Campus - Year - Jan-2023.

SKILLS

- Quick Learner
- Multitasking
- Accounting
- Time Management
- Flexibility
- Communication
- Accounts Payable & Receivables.

EDUCATION

Bachelor of Commerce in Financial Market from Mumbai University with (7.12 CGPI) – 2023.

CERTIFICATIONS

- Tally Prime with GST.
- MS – Office.
- NISM Series VA: Mutual Fund Distribution Certificate.

PERSONAL DETAILS

- **Date of Birth:** 16-June-2000.
- **Gender:** Male
- **Nationality:** Indian
- **Religion:** Islam
- **Marital Status:** Single.
- **Languages Known:** English, Hindi, Marathi and Urdu.

PASSPORT DETAILS

- **Passport #:** Y8327002
- **Date of Issue:** 28-Aug-2023
- **Date of Expiry:** 27-Aug-2033
- **Place of Issue:** Mumbai
- **Visa Status :** Visit Visa