



Tausif Farid Shaikh

Permanent address : 163 Kasba Peth, Phaltan
Phone No : (+91) 9975591122
E-mail Id : tausifshkh2@gmail.com
Date of birth : 23rd June 1991

PROFESSIONAL SUMMARY:

Detail-oriented and results-driven **Sales Accounting Professional** with over 10 years of experience in managing sales accounting processes, financial reporting, and compliance for fast-paced business environments. Proven track record of leading a team, streamlining invoicing and reconciliation systems, and ensuring accuracy in revenue recognition and accounts receivable. Seeking to leverage expertise as an **Assistant Manager – Sales Accounting** to contribute to efficient financial operations and strategic decision-making.

EMPLOYMENT HISTORY:

1. Sales Account Mgr. At Swaraj Green Power and Fuel Ltd (Sugar factory) | August 2023- present

- Books the order & Coordinate for the Payment as per Sugar Quota
- Coordinate sales activities, including managing orders, tracking sales progress, and ensuring timely delivery of products/services to clients.
- Liaised with customers, management and sales team to better understand customer needs and recommend appropriate solutions
- Coordinate with OMC Companies (Ethanol) for Tenders, Orders & payment
- All bills Checking
- Preparing the Subsidy Documentation as per the Notification of DFPD (buffer stock/Export)

2. Sales Accountant at Swaraj Green Power and Fuel Ltd (Sugar factory) | August 2020- July 2023

- Maintain Dispatch Record of sugar / alcohol & coordinate with Godown Keeper for stock
- All bills Making & Check
- Communicate with RJD department for RJD Collective information
- Preparing the Subsidy Documentation as per the Notification of DFPD (buffer stock/Export)

3. Sales Coordinator at Swaraj India Industries Ltd (Dairy) | July 2017- July 2020

- Coordinate sales activities, including managing orders, tracking sales progress, and ensuring timely delivery of products/services to clients.
- Develop and maintain relationships with clients to understand their needs and provide personalized solutions, resulting in increase in customer satisfaction.
- Collaborate with the sales team to develop sales strategies and tactics to meet and exceed sales targets.
- Liaised with customers, management and sales team to better understand customer needs and recommend appropriate solutions.

- Maintained relationships with customers and found new ones by identifying needs and offering appropriate services.
- Making Route Planning to reduce actual route cost by maintaining order in particular vehicle
- Ensure route vehicle will reach in time at Market

4. Marketing Executive at Swaraj India Industries Ltd (Dairy) | June 2013- July 2017

- Developed and implemented sales plans to expand customer base and increase customer retention.
- Generated brand awareness and positive product impressions to increase sales.
- Provided accurate information about promotions, customer programs and products, helping drive high customer retention.
- Increased product appeal and customer experience by interacting directly with number of customers.

EDUCATION :

- Bachelor of Computer Science | Abeda Inamdar Sr.College For girls | June 2008- Oct 2014
- HSC | Mudhoji High School & Jr.College | June 2007- March 2008
- SSC | Mudhoji High School & Jr.College | June 2005- March 2006

SKILLS :

- ERP System: ERP Software, Tally ERP
- Tools: Excel (Pivot Table, VLOOKUP), MS office
- Industry Knowledge
- Great communication skills
- Customer/Vendor Relations
- Meeting Execution
- Knowledge of Administrative Management

HOBBIES :

- Driving Car
- Listening Music

LANGUAGES KNOWN :

- English
- Hindi
- Marathi

DECLARATION :

- To the best of my knowledge, the above given information is true.



Place:

Signature

Date:

(Tausif Farid Shaikh)