

# CURRICULUMVITAE

## **KHAJA SAIF UDDIN**

**D.O.B:** 18 Dec,1996

**Nationality:** Indian

**Location:** Sharjah

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### **OBJECTIVE:**

To secure a challenging Accountant position in a reputable organization to expand my learnings, knowledge, and skills

### **PROFILE:**

- Intermediate with overall 3 year of experience in general Accounting, Financial Accounts General ledger, Trading Accounting & Customer Service.
- Fair Knowledge in pay roll Management & Banking Activities.
- Fair knowledge of bill Verifications and Processing maintaining Books of Account, MIS, Finalization of Account including balance Sheet, Petty cash handling etc.

### **WORK EXPERIENCE:**

#### **3 Years of Professional Experience**

- Accountant: Farooq & Associates(Sept 2017-Sept 2019)
- Accountant: Mastro Financial & corporate Advisor (Oct 2019 – Dec 2021)

### **Duties & Responsibilities**

- Prepare and process Vendor/Suppliers, staff and sub-recipients cheque's on time.
- Managed petty cash ledger and prepare petty cash replenishment.
- Prepare inventory report on monthly basis after verifying inventory.
- Maintained the fixed asset system and records including reconciliation of all accounts.
- Post necessary financial data accurately on daily basis such that reliable reports can be generated timely.
- Maintained effective communication links with clients, banks and managers regarding accounts available for monthly audits.
- Preparation of all financial reports, including Profit and loss Statement, Balance sheet and Statement of Cash flows, as well as the yearend financial reports.
- Manage the preparation and distribution of internal Financial statement and report

## **CORE COMPETENCIES:**

|                         |                      |                             |
|-------------------------|----------------------|-----------------------------|
| Accounts Payable        | Payroll Process      | Financial Analysis          |
| Accounts Receivable     | Bank Reconciliation  | Inventory Management        |
| Finalization of account | Financial Statements | Accounting for Fixed Assets |
| Job Costing             |                      |                             |

## **TECHNICAL SKILLS:**

- M.S office (Word, Excel, PowerPoint)
- Well versed in, Tally ERP, Peachtree, Quick Books, Focus, Wings, Orion.
- Working Knowledge in all Accounting related software's

## **EDUCATIONAL BACKGROUND:**

- **Master of Business Administration. (Finance)**  
Osmania University Hyderabad (2017-2019)
- **Bachelor of commerce**  
Osmania University, Hyderabad (2014-2017)
- **Intermediate** (Mathematics, Economics, Commerce)  
Board of Intermediate Education (2012-2014)
- **Secondary Education**  
Board of Secondary Education (2012)

## **LANGUAGES:**

- ✓ English
- ✓ Urdu
- ✓ Hindi

## **PERSONAL TRAITS:**

- ✓ Enthusiastic, Self-motivated
- ✓ Adaptability and Time management
- ✓ Good Analytical and Presentation Skills

**THANKS**

**(KHAJA SAIF UDDIN)**