



Mohammad Saad

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About Me

- Results-driven accounting professional with a Certified Accounting Technician (CAT) credential from ICAI, and currently pursuing ACCA. Experienced in financial operations, client communication, and data-driven strategy across marketing, sales, and management roles. Seeking to contribute analytical insight, accuracy, and professional integrity to the accounting department at a dynamic firm.

Experience

- Chitravanshm Group Of Colleges** June 2025 - Present
Digital Media Handler (Social Media Manager)
 - Audited college websites for errors and functionality.
 - Maintained consistency in digital content across platforms.
 - Coordinated with teams to streamline digital workflows.
 - Managed access credentials for communication tools.
 - Tracked content performance and suggested improvements.
 - Delivered projects on time with attention to detail.
- Engage X Media** Nov 2024 - June 2025
Social Media Manager
 - Assisted with invoice tracking and vendor communication.
 - Developed and executed tailored social media strategies across major platforms.
 - Analyzed budgets and campaign performance for cost tracking.
 - Created engaging content, including copy, graphics, and videos.
- Aliferous PMCS LLP** August 2024 - October 2024
Accountant Intern
 - Utilized Tally Gold Prime to manage accounting entries including bank statements, purchase, and sale transactions.
 - Handled GST filing on the Ministry of Corporate Affairs website.
 - Created and edited GST registrations, ensuring compliance with regulatory standards.
 - Maintained accurate records and assisted in streamlining the accounting workflow.
- Melbet** Mar 2023 - Apr 2024
Affiliate Marketing Manager
 - Managed operations, budgeting, and reporting—overseeing payments and resource allocation.
 - Monitored affiliate performance metrics and optimized profitability through structured financial models.
- CaratLane – A Tanishq Partnership** Sep 2021 - Oct 2022
Retail Sales Officer
 - Achieved monthly sales targets and maintained accurate customer transaction records.

Education

- Institute of Cost Accountants of India** 2025
Certified Accounting Technician (CAT)
- Association Of Chartered Certified Accountants** Pursuing
ACCA Qualification
- Prof. Rajendra Singh (Rajju Bhaiya) University (PRSU), Prayagraj** Pursuing
Bachelor Of Commerce (B.Com)
- BBOSE, Patna** 2022
Higher Secondary Certificate (HSC/12th)
- The Open University (UK)** 2021
Diploma in Fundamentals of Digital Marketing

- ICSE
Senior Secondary Certificate (HSC/10th)

2020

Skills

- Financial Reporting
- Tally Prime (Tally Gold)
- GST Filing & Registration
- Bank Reconciliation
- MS Office including Word & Excel
- Ledger & Journal Entries
- Quick Learner
- Adaptability
- Time Management
- Collaboration & Teamwork

Hobbies

- Exploring New Places
- Swimming
- Journaling & Goal Planning

Languages

- English
- Hindi
- Urdu
- Arabic