

SHEIKH SAMI UDDIN

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Visit Visa 03-Mar-2023

Dubai, UAE



PROFILE

A dynamic and result-oriented finance and business professional with experience and extensive expertise in finance, accounts, retail and web operations. Possessing a strong drive for success, I am motivated to join your team and contribute my skills and knowledge. I hold a Master's Degree in Business Administration with a specification in Finance.

WORK EXPERIENCE

Sana Safinaz – SSFR (Pvt.) Ltd.

Assistant Manager Operations

May 2021 – December 2023

- Manage ecommerce operations on a daily basis, logistics, financial and Call Centre Lead.
- Daily monitoring of card declined rate on multiple IPGS along with prepaid and COD reconciliations.
- Magneto status controlling (Magneto ver. 2.4.2)
- Managing all financial activity (Chargeback, Refund and Vouchers).
- Preparation of sales reports for management on a daily and monthly basis.
- Sales reconciliation on a daily basis.
- Maintaining a database of invoices received from courier partners and other vendors and forward these to the finance department for payment.
- Verification of on hand inventory and stock reports on a daily basis.
- Ensuring a positive customer experience by handling inquiries and complaints.

Beaconhouse School System – Educational Services (Pvt.) Ltd.

Accountant

October 2019 – May 2021

- Ensuring that financial information complies with professional and regulatory standards.
- Bank reconciliations, monthly closing entries, adjustment entries.
- Entering financial data such as accruals, deferrals, reclassifications and interdepartmental entries into the ledger on a monthly basis, as well as preparing reports.
- Cash payments, bank payments and journal voucher posting.
- Petty cash management by Imprest Cash System.
- Ensured and review the correct data entry concerning the head of accounts for all payments, receipt, and general ledger entries.
- Prepared annual budget forecasts and controlled capital and operational expenses.
- Gathering supporting documentation and performing recordkeeping.
- Maintained fixed assets inventory register and reconciled on monthly basis.
- Filling preserved records and reconciliations for various regulatory authorities such as EOBI, GST and Income Tax.

AlKaram Studio – Alkaram Textile (Pvt.) Ltd.

Junior Accountant

August 2016 – October 2019

- Oversaw the day-to-day retail outlet operations of each store, including sales, receipts, receipts, and expenses.
- Looked after reconciliation of the cash flow of each shop with the physical cash on hand and bank deposits.
- Resolve discrepancies of branches.
- Operated daily accounts payable work, addressing and resolution billing and payment discrepancies. Processed invoices effectively in accordance with financial procedures and regulations.
- Surprise cash audit, stock audit if necessary.
- Audit of petty cash book expenses and adjoining documentation of all HO and retail outlets.

- Provide key expense figures (recorded and provided) for the monthly closing reports (PnL, Inventory movement, Feasibilities).

Gul Ahmed Textile Mills Limited.

Accounts Assistant

May 2010 – August 2016

- Allocation of all expenses department wise in accounts payable module.
- Sustained accounts payable log and input data as it is received to keep up-to-date records of incoming payments.
- Identified and fixed accounting mistakes on all forms.
- The payment of salaries, full and final settlement, and other employee benefits on a monthly basis.
- Checking and verification of bills/invoice/tax docs by GRNs, received notes, purchase order, quotations, purchase deeds, delivery note other bill slips and receipt etc.
- Recorded company vehicle consumption expense, fuel, and maintenance documentation.
- Part of internal audit team for monthly Stock count and reconciliations all over the factory.

SKILLS & ABILITIES:

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|-----------------------------|------------------------|
| • CS Lead | • Ecommerce operations |
| • Problem solving | • Reconciliations |
| • Time management | • Accounts and finance |
| • Budgeting and forecasting | • Magento Ver. 2.4.2 |
| • Data analysis | • Retail PRO Prism |
| • Order management system | • Microsoft Dynamics |
| • Content Management system | • Oracle R12 / 11i |
| • Retail operations | • Microsoft Office |
| • Microsoft Excel | • Bookkeeping |

CAREER HIGHLIGHTS:

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| • Oversaw the achievement of a sales target of two billion five hundred million PKR in online business 2023. |
| • Successfully managed the branch (school) operation to run in Covid-19 Pandemics with all the SOPs in place 2020. |
| • Audited and validated the authenticity of over 25 retail outlets across Pakistan, ensuring compliance with brand standards and reducing counterfeit incidents 2018. |
| • Collaborated with cross-functional teams to execute the seamless integration of Microsoft Dynamics in Alkaram Studio's retail stores, optimizing operational efficiency and reducing inventory discrepancies 2017. |

EDUCATION:

Master of Business Administration – Finance (Attested from UAE Consulate)	KASBIT	2020
Bachelors of Commerce	University of Karachi	2014
Intermediate	Superior College	2009
Matriculation	White Rose School	2007