

SAFDAR HUSSAIN

Accounting and Operations Lead

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LOCATION: Abu Dhabi, UAE



PROFILE SUMMARY

Detail-oriented Accounting and Operations Lead with 6 years of experience in financial management, accounting operations, and enhancing operational efficiency. Proficient in accounts payable/receivable, payroll processing, and inventory management, with a strong ability to optimize financial and operational processes for better performance.



WORK EXPERIENCE

Accounting and Operations Lead | TAG IT CONSULTING & TECHNOLOGY Pvt Ltd, HYDERABAD, INDIA
From Aug 2021 to Jan 2025

As an Accounting and Operations Lead at TAG IT Consulting and Technology Pvt Ltd, I was responsible for managing financial records while also supporting various administrative and operational functions. This role allowed me to gain significant experience in handling day-to-day operations. My organizational skills, attention to detail, and multitasking abilities enabled me to manage a diverse range of tasks efficiently.

- Managed office supplies and inventory to ensure smooth office operations.
- Coordinated meetings and events, ensuring timely and effective execution.
- Maintained accurate records and databases, streamlining data management.
- Provided support to the HR department in onboarding and managing employee documentation.
- Oversaw banking operations, ensuring smooth and accurate financial transactions.
- Monitored cash flow and prepared monthly financial reports for senior management review.

Junior Accountant | YSM PROJECTS Pvt Ltd, HYDERABAD, INDIA From July 2018 to July 2021

As a Junior Accountant at YSM Projects Pvt Ltd, I was responsible for overseeing financial operations and reporting. During my three years with the company, I developed a strong understanding of finance by maintaining accurate records and ensuring full compliance with regulatory standards.

- Oversaw accounts payable and receivable processes to ensure smooth financial transactions.
- Prepared and presented monthly financial statements to track company performance.
- Performed variance analysis and identified key opportunities for cost reduction.
- Maintained accurate and up-to-date financial records for compliance and reporting purposes.



TECHNICAL SKILLS

- ❖ TALLY ERP9
- ❖ Microsoft Office



EDUCATION

- ❖ **Bachelor of Commerce**, from Sri Venkateswara College of Arts & Science - Proddatur in 2017



PERSONAL DETAILS

Date of Birth: 10th June 1995 | Languages Known: English, Hindi & Telugu|
Passport Details: R9314990, Expire: 01.02.2028
Marital Status: Married
Nationality: Indian | Religion: Muslim