



Saffiullah Sheikh

Nationality: Pakistani

CONTACT

Al-Nuaimiya 2
Ajman, United Arab Emirates
(Home)

saffi.shaikh1995@gmail.com

(+971) 559937617

+971559937617 (Whatsapp)

ABOUT ME

A highly motivated, resourceful, and dedicated individual having academic degrees in Software Engineering and MBA (Supply Chain Management). I have 4 years experience in retail operations management and accountancy in my family business of wholesale/retail cloth trading. I am seeking to move in business operations management/accounts department of a well known organization to broaden my career opportunities.

WORK EXPERIENCE

09/2019 – CURRENT Rawalpindi, Pakistan

Operations manager & Accountant Khalil Textiles

- Identified and resolved discrepancies in financial records, resulting in a more accurate financial reporting process
- Perform Complete Accountancy of the firm
- Maintain accurate records of financial transactions in accounting software
- Managing Cash and bank reconciliations
- Collection of Receivables
- Management of Merchandise Inventory efficiently to prevent over and understocking
- Management of Human Resources
- Quality Assurance

Business or Sector Wholesale and retail trade; repair of motor vehicles and motorcycles

EDUCATION AND TRAINING

02/2019 – 02/2021 Islamabad, Pakistan

Masters In Business Administration (MBA), Majors in Supply Chain Management Bahria University Islamabad Campus

Field of study Supply Chain Management | **National classification** CGPA: 3.8/4

09/2014 – 08/2018 Rawalpindi, Pakistan

Bachelors of Computer Software Engineering (BCSE) Foundation University Islamabad (Rawalpindi Campus)

Field of study Information and Communication Technologies | **National classification** CGPA: 3.28/4

06/2023 – 09/2023 Pakistan

CCNA Training (200-301) CORVIT Institute

Field of study Information and Communication Technologies

LANGUAGE SKILLS

MOTHER TONGUE(S): Urdu

OTHER LANGUAGE(S): English

DIGITAL SKILLS

Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | Accounting Software (Quickbooks, Account Edge) | Enterprise-Resource-Planning-Software (ERP) | Information Technology Literacy | zoom | Network Maintenance and Troubleshooting | gmail | Social Media including Facebook, WhatsApp and Twitter

ADDITIONAL INFORMATION

Projects

Academic Projects BACHELORS

Senior Design Project I & II

- Cloud based time & activity tracking software (09/2017 – 06/2018)

Semester Projects

- LetsMeet(Web Application) (02/2017-06/2017)
- Railway Reservation System (02-2015-06/2015)

MASTERS

Semester Projects

- **E-commerce:** Business Plan (Online Grocery Store) (12/2019-01/2020)
- **Cost & Managerial Accounting:** Decision Making (Sell at Split-off point or Process further) (12/2019-01/2020)

Thesis write up and Defense: IMPACT OF SUPPLY CHAIN MANAGEMENT PRACTICES ON ORGANIZATIONAL PERFORMANCE IN TEXTILE SECTOR OF PAKISTAN. THE MODERATING ROLE OF TOTAL QUALITY MANAGEMENT

Job-related skills

Job-related skills

- Good command of quality control processes (currently responsible for quality audits)
- Administration skill(Served as Class Representative during Bachelors and masters)
- Monitoring skills
- Marketing Skills
- Documentation Skills(Prepare weekly/monthly/yearly financial statements)
- Cash handling skills

Achievements

Streamlined administrative tasks by implementing new organization and communication system, resulting in a 15% increase in overall productivity.