



SAIF BEIG

ROLE- ACCOUNTANT/ADMIN

CONTACT

+971- 552824003

saif.beig191@gmail.com

Deira , Dubai

EDUCATION

2016 - 2018

KANPUR UNIVERSITY

- Master of Commerce

2013 - 2016

KANPUR UNIVERSITY

- Bachelor of Commerce

SKILLS

- Project Management
- Drafting Mail
- Posting entries on Tally Prime
- Time Management
- Leadership
- Effective Communication
- Meeting Deadlines
- MS - Excel (Vlookup , Hlookup, Pivot Table)

LANGUAGES

- English
- Hindi
- Urdu

ABOUT ME

As a consummate professional, I bring a high level of organization and an extensive knowledge base in Accounts and Administration to the table. My adeptness in providing effective support to senior management and facilitating official activities positions me as a valuable asset to any team. I am currently seeking a responsible role where I can leverage my skills and abilities to meet and exceed the needs of the organization, ensuring mutual growth and success. Aspiring to leverage my expertise to meet organizational goals.

WORK EXPERIENCE

Kotak Mahindra Bank

2022 - 2024

Assistant Manager

- Handling Branch Expenses and Branch accounts
- Responsible for timely monthly and annual closing by performing journal entries and reconciliation
- Managing Branch Cash and all transitions
- Scanning and verifying the accounting documentation into on base all documents content management software.
- Ensured timely monthly/annual closings
- Streamlined cash handling & transactions.
- Managing Corporate Salary for The different Companies.

Axis Bank Ltd

2020 - 2022

Aquisition Manager

- Scanning and verifying the accounting documentation into on base all documents content management software.
- Co-ordinate and collect data, documents from field force and managers and submit after compilation to the higher authorities at HO.
- Handle correspondence/ communication with different level of the hierarchy.
- Attend meetings in order to record minutes and then compile and distribute minutes of meetings.
- File and retrieve corporate documents, records and reports.
- Handling Accounts Credit Operation for Personal Loan & MIS.
- Recorded & distributed meeting minutes
- Managed document scanning & verification

Kanpur Electricity Supply Company Ltd

2018 - 2020

Computer Operator (Office Admin)

- Responsible for filing online forms for new electricity connections.
- Efficient in providing other online service to the customers.
- Skilled in diverse online customer services
- Upheld superior customer service standards
- Providing a high standard of customer service.

TECHNICAL QUALIFICATION

- Competent in MS Excel, MS Office.
- Tally prime
- Banking Software
- Detail oriented with sound analytical and problem solving skills
- Gmail and Outlook
- Fast Typing

LINKS

 https://www.linkedin.com/in/saif-beig-6b5934143?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app

PERSONAL DETAILS

Full Name

Saif Beig

Marital Status

Married

Nationality

Indian

Date of Birth

04-Feb-1995

Gender

Male

KNOWLEDGEMENT

I do hereby declare that the above furnished are true and correct to the best of my knowledge and belief.

SAIF BEIG

ACCOUNTANT/ ADMIN

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Deira , Dubai

Dear Sir/Mam,

I am writing to express my interest in your vacancy that I came to know with some reference.

As a candidate with extensive experience in Accounts /Admin, I'm highly skilled in Accounting and Administration.

.I believe that my qualifications, professional background, and extensive skill-set strongly correlate with the requirements your company is seeking.

I have more than 4+ years of experience with excellent skills as a Accountant / Admin. I have demonstrated expertise and drive to excel in this field. Lead by my strong problem-solving and organizational skills, I have exhibited a unique ability to steadfastly manage projects pertinent to the financial health and growth of the company.

I look forward to the opportunity to meet with you to learn more about your firm, its plans and goals, and also to discuss how I might contribute to its continued success.

Here I attach my resume for your review. Looking forward to the opportunity to meet with you and discuss how my skills and strengths can best benefit. I appreciate your thoughts and time.

Sincerely,

Saif Beig