

SAPHIULLAH

MOHAMMAD

**SUMMARY**

Dedicated Accountant Assistance with over 3 years of experience mentoring and retaining high-performing teams. Extensive track record of successfully implementing strategic business initiatives by building relationships with stakeholders and outside vendors. Created a new associate integration manual to help new employees learn their work responsibilities quickly. Focused on promoting productivity, quality service, and overall staff satisfaction across all company departments

**SKILLS**

Communication Problem Solving MS Excel Leadership

MS Office Data Processing

Cash Handling Expenses Report

Data Collation and Sampling

Month-End Report

**PERSONAL DETAILS**

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Building 29, Ewan Residence Dip 1 Dubai, UAE



Visa Status: Resident Visa Passport No.: BA0098073 Nationality: Nepalese Date of Birth: 17 Jan 2000

Age: 23

Marital Status: Single

# WORK EXPERIENCE

# Accountant Assistance, Shree Satyshwor Shivshakti Secondary School, Nijgadh-Nepal, Jun 2021– Nov 2023

Tasks:

* Verified items billed against items received, following up with vendors to reconcile variances.
* Maintained and improved company bookkeeping processes.
* Assisted in preparing monthly, quarterly and year-end tax returns.
* Prepared bank deposits, checking and correcting any errors.
* Prepared client billing under guidance from billing manager.
* Managed payroll by tracking employee hours and entitlements.

## Sales marketing (remote), Healthy Living Nepal (Vestige), Kathmandu-Nepal | Feb 2020 – Sep 2023

Tasks:

* Selling products and meeting customer needs while obtaining orders from existing or potentials sales outlets.
* Identifying target demographics, analyzing competitors, and understanding industry trends
* Analyzing data to predict future sales trends and adjust strategies accordingly.

# EDUCATION

2024 - Pursuing | Dubai - UAE

## Bachelors in Business Management

VIBE Education

2020 | Nijgadh, Bara - Nepal

## Higher Secondary Certificate

Shree Gauri Shankar Secondary School

2016 | Nijgadh, Bara - Nepal

## Secondary Certificate

Shree Gauri Shankar Secondary School

# CERTIFICATES

**Advance & Basic Computer Course (Office Microsoft)**

Jan 2020 – April 2020

Nijgadh International Institute & Training Center (NIITC)

# LANGUAGES

English: Proficient Nepali: Native Hindi: Advanced

# PROFESSIONAL INTERESTS

Team Supervisor Supervisor

Accountant Cashier