

Shaik Saif

+971589790417 | shaiksaif2566@gmail.com

Address: Al Muteena, Near Lulu Hypermarket, Deira, Dubai, UAE.

Professional Summary

Experienced professional with supervisory and accounting roles. Managed operations and staff schedules at 2 Star Super Mart, ensuring optimal store performance. As a Junior Accountant at YS Dairy Private Limited, efficiently processed invoices and maintained accurate financial records. Proficient in Tally v9.0, Microsoft Office Suite, and Artificial Intelligence, with strong problem-solving and communication skills. Holds a Bachelor of Commerce in Computers from Osmania University.

Work History

2 Star Super Mart.

Hyderabad, India

Supervisor

December 2022 – May 2024

- Managed store operations by monitoring inventory levels and ensuring product availability.
- Organized staff work schedules, optimizing shifts to maintain efficient operations.
- Provided detailed store performance reports to management, highlighting key metrics and areas for improvement.

YS Dairy Private Limited.

Hyderabad, India

Junior Accountant

December 2021 – November 2022

- Received and processed all invoices, expense forms, and payment requests, ensuring accuracy and timely execution.
- Handled petty cash transactions, maintaining meticulous records and reconciling accounts.
- Prepared bills and receipts, ensuring proper documentation and filing for audit compliance.
- Maintained accurate accounting records, making copies and filing documents for easy retrieval.

Education

Bachelor of Commerce (Computers)

Osmania University, Hyderabad, India

2021

Intermediate

OSM Junior College, Hyderabad, India

2018

Secondary School

Crescent High School, Hyderabad, India

2016

Skills

- Tally v9.0 | Microsoft Office Suite (Word, Excel, Power Point) | Artificial Intelligence | Problem-Solving
Time Management | Attention to Detail | Multitasking | Team Collaboration Adaptability and Flexibility | Effective Communication | Artificial Intelligence Implementation | Client Interaction

Language Skills

- English (Fluent) | Hindi (Fluent) | Urdu (Native)