

# Curriculum Vitae

## SAIF ALI

**Mobile :** +971 58 674 1069

**E-mail :** m.saif3636@yahoo.com



**OBJECTIVE** To get enrolled in an organization, looking forward to encourage the growth and efficiency, by providing an opportunity to effectively apply and improvise my skills for the betterment of the organization and myself.

**PERSONALITY** A creative, initiative driven, quick learner and a dedicated team player with excellent personality and very good communication, interpersonal, analytical, problem solving, presentation, coordination, organizational and computer skills

### EXPERIENCE SNAPSHOT

#### Junior Accountant

**Power Advantage Electrical & Mechanical Co LLC.**

Abu Dhabi, United Arab Emirate.

**1 Year**

#### Marketing

K.D Cashew, Mangalore, India.

**2 Year**

### PROVEN JOB ROLE

- Maintaining and supervision of all financial matters and preparation of financial reports like, Income Statements, Balance sheet and Expenses Analysis on Tally Erp 9, Excel.
- Providing advice on tax planning and Vat, Dealing with the preparation and submission of VAT returns on a monthly basis filing of VAT returns periodically, without fail.
- Preparing and process journal entries to ensure all business transactions are recorded, preparing profit & loss accounts statement, preparing daily & monthly Bank Reconciliation Statement, Bank Position Report & Cash Flow Statement.
- Managing petty cash, preparing cheques and distribute salaries to staff, recording and process Staff expense reports and reconcile credit card statements
- Preparing daily sales invoice and maintaining monthly statements of accounts, keeping flow up with the customers for the payments and maintaining invoice files updated with current invoices, bills and contact information.
- Trading the product of cashew nuts, Performed frequent and effective networking with a variety of business partners and customers
- Consulted with marketing staff on strategic planning efforts and responded to clients' inquiries, purchasing product from factory and handling to customer and dealing with client about price.

# SAIF ALI

## EDUCATION

<b>Pre-University Board Bangalore</b> Karnataka, India.	<b>2013</b>
<b>Bachelor of Commerce (B.Com)</b> Mangalore University, India.	<b>2016</b>
<b>Computer Diploma</b> MICE Manipal, Karnataka, India.	<b>2017</b>

## EXTRACURRICULAR ACTIVITIES

- Active participant in college cultural and social activities.
- Participant of inter college athletic meet and other sports.

## PERSONAL STRENGTHS

- Effective Communication.
- Creativity.
- Dedicated team player.
- Ability to adapt with every situation.
- Willingness to walk the extra mile to achieve excellence.
- Creating a positive work environment.
- Organize, plan, and prioritize work.
- Problem-solving and decision-making.

## IT SKILLS

Tally ERP 9, Peachtree, Database; MS Office (Word, Excel & Power Point) Internet & E-mail applications.

## LINGUISTIC ABILITY

English , Hindi, Urdu & Kannada.

## PERSONAL DETAILS

Date of Birth : 14<sup>th</sup> August 1995.  
Nationality : Indian.  
Marital Status : Single  
Passport No : L3555468.  
Place of Issue : Bangalore.  
Visa Status : Visit Visa of 3 month.  
Valid Till : 25.06.2019