





# SAQIB ALI

 +971-50-3734149  
 +971-55-2393515  
 [saqibhaider309@gmail.com](mailto:saqibhaider309@gmail.com)  
 Bur Dubai, Dubai

## SUMMARY

---

I am an experienced professional with a strong background as an Assistant Accountant and Salesman, seeking a position in accounting, finance, or administrative roles. Known for keen attention to detail, excellent organizational abilities, and a commitment to supporting the financial and operational success of an organization. Demonstrated capability to learn and adapt quickly, with a dedication to continuous professional development and contributing effectively to a dynamic team environment.

## EXPERIENCE

---

### ASSISTANT ACCOUNTANTS

Mazhar Muslim Model H/Sec School, Ranipur, Sindh, Pakistan | 2021-2023

#### Responsibilities:

- ✓ **Financial Transactions Management:** Managed daily cash transactions, including payments, receipts, and cash register balancing.
- ✓ **Record Keeping:** Maintained accurate financial records for audits and reports.
- ✓ **Customer Service:** Addressed inquiries and resolved payment-related issues for students, parents, and staff.
- ✓ **Administrative Support:** Performed filing, data entry, and correspondence management.
- ✓ **Inventory Management:** Monitored and reordered office supplies.
- ✓ **Financial Reporting:** Prepared daily, weekly, and monthly financial reports.
- ✓ **Compliance:** Ensured adherence to institutional financial policies.

### SUBJECT SPECIALIST MATHEMATICS TEACHER

Shah Latif Coaching Center | Ranipur, Sindh, Pakistan | 2019-2020

#### Responsibilities:

- ✓ Taught mathematics to high school students, from basic algebra to advanced calculus.
- ✓ Developed and implemented lesson plans and assessments.
- ✓ Conducted extra tutoring sessions for additional student support.
- ✓ Prepared students for standardized tests and school exams.
- ✓ Maintained accurate records of attendance, grades, and progress.

## SKILLS

---

- ✓ **Data Visualization:** Presenting complex data clearly and visually.
- ✓ **Digital Literacy:** Proficient with digital tools and platforms.
- ✓ **Cultural Sensitivity:** Effective communication in diverse environments.
- ✓ **Lifelong Learning:** Commitment to continuous personal and professional development.
- ✓ **Innovative Thinking:** Introducing new ideas to improve processes.
- ✓ **Emotional Intelligence:** High self-awareness and empathy.
- ✓ **Networking:** Building and maintaining a strong professional network.
- ✓ **Customer Service:** Excellent in assisting customers and resolving their inquiries efficiently.
- ✓ **Financial Management:** Proficient in handling financial transactions, maintaining records, and preparing reports.
- ✓ **Sales Techniques:** Skilled in selling products, meeting sales targets, and conducting promotions.
- ✓ **Organizational Skills:** Highly organized in managing inventory, maintaining accurate records, and scheduling tasks.

## EDUCATION

---

### **BS (Hons) in Mathematics**

Shah Abdul Latif University, Khairpur Mir's, Sindh, Pakistan

2017 – 2020

### **Intermediate (Pre-Engineering)**

Board of Intermediate and Secondary Education (B.I.S.E) | Sukkur, Sindh, Pakistan | 2015

### **Matric (Science)**

Board of Intermediate and Secondary Education (B.I.S.E), | Sukkur, Sindh, Pakistan | 2013

## CERTIFICATES/COURSES

---

### **C.I.T (Certificate in Information and Technology) | 2015**

Dawn Computer Institute, Drib Mehar Shah, Khairpur, Sindh, Pakistan

## COMPUTER SKILLS

---

### Accounting Software

- QuickBooks, Tally, SAP

### Microsoft Office Suite

- Word
- Excel
- PowerPoint

### Operating Systems

- Windows, MacOS.

### Collaboration Tools

- Microsoft Teams

### POS Systems

- Transaction processing, inventory management

### Data Management

- Accurate data entry, database maintenance

### CRM Software

- Customer relationship management

### Online Research

- Efficient internet research

## PERSONAL INFORMATION

---

Visa Status:	Employee Visa
Passport No:	UW1824301
Date of Birth:	01-01-1998
Marital Status:	Single
Nationality:	Pakistani

## HOBBIES

---

- ✓ **Reading:** Fiction, Non-fiction, Science fiction, Mystery, etc.
- ✓ **Community Volunteering:** Local charities, fundraising, community events.
- ✓ **Travel:** Exploring new cultures, Backpacking, Adventure travel.
- ✓ **Writing:** Creative writing, Poetry.
- ✓ **Languages:** Learning new languages, Cultural exchange.

## LANGUAGES

---

English, Urdu and Sindhi

## REFERENCES

---

Available upon request.