



# MD SAIF

## PROFILE

Detail-oriented and efficient Back Office Executive with strong organizational and administrative skills. Experienced in managing data entry, documentation, record keeping, and support operations. Proficient in MS Office and business communication. Reliable team player with the ability to multitask and ensure smooth internal processes to support front-end operations.

## CONTACT

+91 6200684270

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PATNA- INDIA

## EDUCATION

2025

B N COLLEGIATE ,PATNA-INDIA

- INTERMEDIATE

2023

BIHAR SCHOOL  
EXAMINATION BOARD,  
PATNA INDIA

- METRIC

## SKILLS

- Data Entry & Management
- MS Office (Excel, Word, Outlook)
- Documentation & Filing
- Administrative Support
- Email & Business Communication
- Record Keeping & Reporting
- Time Management
- Attention to Detail
- Inventory & Database Management
- Coordination with Internal Departments
- Basic Accounting Support
- Confidentiality & Discretion

## WORK EXPERIENCE

BACK OFFICE ASSISTANT

2025- PRESENT

ZARA CLOTHES STORE -INDIA

- Handling data entry and updating internal databases
- Preparing and managing documents, reports, and correspondence
- Maintaining accurate records and filing systems
- Supporting accounting and billing tasks
- Coordinating with front office and other departments
- Managing inventory and supply records
- Responding to internal emails and processing requests
- Verifying and organizing business information
- Assisting in HR and payroll support tasks
- Ensuring confidentiality of sensitive information

## PERSONAL PROFILE

Date of Birth : 01/01/2007  
•Nationality : INDIAN  
•Marital Status : SINGLE  
•Passport : i0524442  
•Visa status : IN INDIA  
•Languages Known : English, Hindi

## DECLARATIONS

I hereby declare that the above-mentioned information is correct to the best of my knowledge.

Date: -

Place: -

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