

# SHAIK SAUD AHMED

Talented Accountant skilled with helping people and handling money. Works quickly to calculate totals and process transactions. Careful about checking details and maintaining register accuracy. Reliable employee seeking position. Offering excellent communication and good judgment.



✉ shaiksaud605@gmail.com

☎ +971525022833

📍 DEIRA, UNITED ARAB EMIRATES  
132200

🚩 INDIAN

## WORK HISTORY

June 2022 to Current

### Cashier

**Al Ibdaa Mutqan**, Deira, United Arab Emirates

- Answered questions about store policies and concerns politely and professionally, supporting positive customer experiences.
- Reduced customer wait times through optimised checkout processes.
- Delivered outstanding customer care with proactive sales and listening skills.
- Educated customers on promotions, offers and special events to enhance product sales.
- Completed opening and closing procedures each day.
- Helped meet business needs by working extra shifts.

January 2021 to May 2022

### Accountant

**Al Ibdaa Gold Traders**, Deira, United Arab Emirates

- Analysed monthly balance sheet accounts for corporate reporting.
- Maintained integrity of general ledger, including chart of accounts.
- Documented department processes to encourage accountability among team members.
- Prepared monthly bank reconciliations and submitted compiled reports to shareholders.
- Prepared VAT and income tax forms for commercial and individual clients.

## ADDITIONAL INFORMATION

Computer Skills:

- \* Excel
- \* Word
- \* MS Office
- \* Tally ERP 9
- \* SYMEX & CASMEX

## SKILLS

- Service knowledge
- Credit and debit processing
- High volume transactions
- Cash handling policies

## EDUCATION

February 2019

**10th STANDARD HIGH SCHOOL**  
**GEMS NATIONAL HIGH SCHOOL**,  
ANDRA PRADESH, INDIA

September 2023

**Master of Business Administration HR**  
**SRI SAI COLLEGE OF MANAGEMENT**  
MBA, ANDRA PRADESH, INDIA

August 2021

**Bachelor of Commerce Accounts & Computers**  
**YOGI VEMANA UNIVERSITY**, ANDRA  
PRADESH, INDIA

March 2020

**PRE UNIVERSITY COMMERCE**  
**ANNAMIYAH JR COLLEGE**, ANDRA  
PRADESH, INDIA

## LANGUAGES

**English:** C1  
Advanced

**Hindi:** C2  
Proficient

**Arabic:** B1  
Intermediate