

## SAIYED SOHAIL

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### Professional Summary

**Operations Head cum Accounting Assistant** with 6+ years of experience in accounts receivable, accounts payable, processing invoices, payroll, project management, inventory control, and team leadership. Expert at using advanced Excel functions to reduce processing times and save costs. Seeking to leverage my strategic planning and execution skills to drive organizational success. Possess a Master's degree in business administration, finance & marketing with a focus on accounting.

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### CORE COMPETENCIES

- Financial Reporting & Audit Compliance
  - Budget Management & Cost Control
  - Operations Management
  - Inventory & Supply Chain Management
  - Project Planning & Execution
  - Team Leadership & Staff Development
  - Client Relationship Management
  - Negotiation & Procurement
  - Risk Management
  - Microsoft Office Suite & MIS
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### PROFESSIONAL EXPERIENCE

#### Operations Head cum Accounting Assistant

All Services Global Pvt. Ltd.

June 2018 – December 2024

- Supported accounting team by entering accounts payable and accounts receivable invoices for 45+ clients.
- Processed and verified 30+ check payments for 15+ vendors per month.
- Managed payroll activities and weekly reimbursements for 20+ employees.
- Assisted with reviewing and reconciling financial statements at month-end and year-end close.
- Ensured seamless project execution through strategic planning and prioritization.
- Optimized operational efficiency by implementing and monitoring SOPs.
- Maintained stakeholder relationships, ensuring alignment with project objectives.
- Managed budgets, expense tracking, and resource allocation.
- Mitigated risks through proactive issue identification and resolution.

#### Community Facilitator

ICICI Foundation

July 2017 – June 2018

- Directed the Rural Initiative Program across three digital villages in Dungarpur District.
- Trained over 150 individuals, enhancing their employment readiness.

#### IT cum Soft Skills Trainer

Basix Academy for Building Lifelong Employability Ltd. (B-ABLE)

August 2016 – July 2017

- Delivered IT and soft skills training to 200+ participants under the Skilling India Program.
- Increased enrollment rates by 25% through community mobilization efforts.

## IT Trainer

India Can Education Pvt. Ltd. (A Division of Pearson)

October 2015 – July 2016

- Conducted IT training for 150+ participants, achieving a 90% certification success rate.
  - Established partnerships for candidate placement opportunities.
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## EDUCATION

- **PGDCA** | Mewar University, 2020
  - **M.Com in Business Administration** | Govind Guru Tribal University, 2019
  - **MBA in Finance & Marketing** | Pacific University, 2015
  - **B. Com** | MLSU, 2013
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## CERTIFICATIONS & TRAINING

- Financial Modeling using Advanced Excel
  - Business Accounting through Tally
  - Banking Procedures & Investments
  - Certified in Personal Finance Management (Basic) by RKCL and NSE
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## PROJECTS UNDERTAKEN

- **Research Project:** "Factors Affecting Quality of Work Life in Banks"
  - Conducted a six-month study, surveying 100+ employees and delivering actionable insights
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## INTERNSHIP

- **RSWM Limited, Banswara,**
    - Gained hands-on experience in business operations and workflow optimization during a 45-day internship.
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## TECHNICAL SKILLS

- Proficient in Tally, Advanced Excel, and MS Office Suite
  - Skilled in Internet Research and Basic Networking
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## LANGUAGES

- English, Hindi, Urdu, Arabic