




Sajid Tajuddin Khan Pathan

CONTACT

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EDUCATION

Secondary School
Certificate (SSC),
Maharashtra State Board,
2012

Higher Secondary
Certificate (HSC),
Maharashtra State Board,
2014

Bachelor of Commerce
(B.com), University of
Mumbai, 2017

Diploma in Aviation and
Tourism Management
(IITC), 2017

Seeking a job in the field of Customer Service & Administration where I can get the opportunity to apply my education, experience, and skills. I want to prove my abilities by accepting challenges, fulfilling the organizational goals, and climbing the career ladder through continuous learning and commitment. I want to become the better version of myself by learning new things and getting more understanding on how the

SKILLS

- Excellent team worker
- Ability to do multi-tasking.
- Can work in a pressurized environment.
- Good Knowledge about using MS Excel
- Ability to learn and grasp things easily
- Patient and well-organised
- Enthusiastic result oriented, hard working
- Very fast Learner
- Ability to deliver service in professional way
- Responsible and very sincere
- Always ready to acquire new learning experiences
- Good knowledge in Tally ERP 9.0

LANGUAGES

ENGLISH ■ ■ ■ ■ ■
Proficient

HINDI ■ ■ ■ ■ ■
Proficient

KONKANI ■ ■ ■ ■ ■
Proficient

MARATHI ■ ■ ■ ■ ■
Proficient

PERSONAL DETAILS

Date of Birth: 05th February
1995

Marital Status: Single

Nationality: Indian

Passport No: V4740611

Hobbies & Interest:
Traveling, Bike Riding,
Listening to music.

Address : Bur Dubai, Dubai

EXPERIENCE

Operation Officer Nov 2019 – Dec 2021
VFS GLOBAL, Mumbai, India

- ✓ Provided high quality, efficient and non-discriminatory visa application processing which meets published standards.
- ✓ Complete knowledge about Employer Registration through emigrate portal - <https://mumbai.bk.mfa.gov.tr>
- ✓ Processing applications and data entry in the customized VFS software, including digitalization of documents.
- ✓ Dispatch of documents daily to the consulate of Turkey.
- ✓ Tracking of passports
- ✓ Handling customer queries in person, by email and on the telephone

Accounts Executive Dec 2018 – Oct 2019
Sanjay Enterprises, Mumbai, India

- ✓ Preparing GST Return and filling Return on monthly basis and having good knowledge of GST
- ✓ Sale tax Return, All Sale tax office related works
- ✓ Updating of all transaction in Excel
- ✓ Maintaining General ledger and Cash Book
- ✓ Reconciliation of Party A/c & Balance Confirmation
- ✓ Maintaining of day-to-day accounting and bank work,
- ✓ Collect the All Type of Form from Sale Tax Office Such As-C, H, I Form, D1 & D2 Form and Inward & Outward form.
- ✓ Doing Bank Related Works of Party
- ✓ Verification of Bills & Passing / Vouchers & Payments thereafter.