



MOHD SAIF SHAHABUDDIN QURESHI

Office Executive

✉ saifq270@gmail.com

☎ 7039984203

📍 PLOT NO.28/L/15
ROAD NO. 03, SHIVAJI NAGAR,
GOVANDI,
MUMBAI-400043, MAHARASHTRA

🔧 TECHNICAL SKILLS

Computer skills, Ms Office, Excel, Data entry, Software handling, etc.

👍 INTERESTS

Gold supplier/distributor

Tourism

Accounting



PERSONAL PROFILE

Date of Birth : 30/08/1994

Marital Status : Single

Nationality : Indian

Known Languages : English, Urdu, Hindi, Marathi

Hobby : Tourism with friends

Habits : Wake up early morning and with positive things for achieving the goals.



EDUCATION

Sree Narayana Guru College Of Commerce

B.Com Accounting and Finance
55%
2016

Noorul Islam Junior College Of Art, Science & Commerce

H.S.C
48%
2012

Anjuman Behrul Uloom Urdu High School

S.S.C
61%
2010



EXPERIENCE

Unicorn Tourism & Tours Services Pvt.Ltd

Office Executive

September-2019 - Till Now

- 1.Handle customer support department.
- 2.Collect documents and cash from customers.
- 3.Doing visa stamping process.
- 4.Booking journey ticket's.
- 5.Doing data entry process
- 6.Credit controller

Malabar Gold Pvt Ltd Factory

Senior Office Executive

August-2016 - August-2019

- 1.Handling process of jewellery making.
- 2.Bullion melting and tracking purity.
- 3.Distribution of gold to workers as per production needs.
- 4.Production followup.
- 5.Purchase of ornaments.
- 6.Issue receipt data entry.

S&S Travel Services

Office Executive

October-2013 - December-2014

- 1.Handle customer support department.
- 2.Collect documents and cash from customers.
- 3.Doing visa stamping process.
- 4.Booking journey ticket's.
- 5.Visit consulate office's.



CAREER OBJECTIVE

To learn a new things and grow up the knowledge and experience.



PERSONAL STRENGTHS

Capability to organised team work for develop the company by hard as well as smart work.