

SAYIMA SHAFI

+919622454695 | sayimashafi98@gmail.com

Professional Summary

Dedicated and detail-oriented professional with a Master's degree seeking a position that requires excellent communication, strong analytical abilities, and a passion for assisting others. A self-motivated team player with a proactive approach and a commitment to continuous learning.

Technical Skills

- Proficient in accounting
- Familiarity with general accounting procedures

Languages: Proficient in English, Urdu, Kashmiri, Hindi

Soft Skills

- Team management and collaboration
- Strong analytical skills
- Quality-focused mindset
- Strong written and oral communication in English
- Fast-paced learning and adaptability
- Exceptional customer service skills
- Attention to detail and adherence to engagement deadlines
- Critical thinking and analytical skills for a dynamic environment
- Enthusiasm, positive professional attitude and leadership skills
- Adaptability to different working environments

Education

CLUSTER UNIVERSITY | Srinagar, Jammu & Kashmir, India | July 2022- Aug 2024
Masters of Commerce

CLUSTER UNIVERSITY | Srinagar, Jammu & Kashmir, India | April 2018- Sept 2021
Bachelor of Commerce (Honours)

Professional Experience

AHM & CO. CHARTERED ACCOUNTANTS | Srinagar, Jammu & Kashmir | November 2021-January 2023

(Article Assistant)

- Gained valuable experience in the world of accounting and taxation.
- Assisted in the preparation of financial statements and reports, tax return and fillings.
- Reviewed financial documents and transaction for accuracy and compliance.

Project

- Value chain analysis of potential crops of Jammu and Kashmir.