




# Soaif Ali Shaikh

Mumbai, Maharashtra   
+918898340969   
[freelancer.soaifali@gmail.com](mailto:freelancer.soaifali@gmail.com) 

- A perfect freelancer with excellent, listening, reading, video editing and designer skills.

---

## Skills

- Adobe premiere pro
- Microsoft Office
- Video Editing
- Subtitling
- General Business Knowledge
- Output accuracy
- Confidentiality
- Transcriptionist
- Proofreading
- Team Management

---

## Experience

FEB 2021 – AUG 2022

### **Accounts Assistant / KUMPENNY SOLUTIONS**

- Preparing invoice, salary report, and salary slip.
- Client follow up.
- Maintaining sales and purchase data.

## Highest Education

OCT 2020

### **Commerce / Mumbai University**

Bachelor in Accounting and Finance

## Achievements

FEB 2020

**C to C Program / Techno Serve**

## Achievements

June 2018

**Soft Skills Management / TISS**

## Interest

- Travelling
- History
- Learning New Things

## Hobbies

- Playing Video Games
- Cooking
- Subtitling

## Languages

- English
- Urdu
- Hindi
- Marathi