|  |
| --- |
| **Shaikh Farhana Bano – 1851042**  To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed  from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on email: [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |

|  |  |
| --- | --- |
| **img308** | |
| An accomplished professionalwith Masters in Management studies MBA(FINANCE)&successful experience in Finance and Accountancy domain.Hands-on experience in recording financial transactions, managing petty cash, reconciliation of accounts, dealing with vendors coordinating audits.Similarly having an impressive track record in ensuring deliverables on time and at optimal performance levels. Strong understanding of enterprise architecture, best practices and standards. | |
| **Core Competencies** | |
| * Performance driven & good Team Player * Strong Interpersonal communication & Presentation skills * Software Skills**MS Office** (Advance Excel, Word, and   PowerPoint)&**Tally ERP 9.0** | * Strong work ethics * Good Analytical skills * Attentive to details, multi-tasker and quick learner |
| **CAREER PROFILE** | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **AccountAssistant**  Mumbai, India **August 2014–July 2016** | | | | | | |
| *FairtechSystems is the nationwide service provider of Access And Theft Control Gadgets & Equipments, Biometric System, Bar Codes, Bar Code Label , Bar Code Printer, Computer Hardware And Peripherals, Computer AMC , Computer Laptop AMC , Computer Laptop Repair Service , Computer Repair Service Surveillance Equipment & Accessory e.g. CCTV Camera etc, working passionately with customers by understanding their needs and offering a value-driven solution that minimizes risk and maximizes reliability, safety and quality.*  *My job responsibilities include:*   * Work closely with the Finance Manager to ensure smooth operation of all financial matters of the organization * Preparation of periodic financial statements, including profit and loss accounts, budgets, cash flows, variance analysis, preparation of spreadsheets, reports and correspondence as required. * Managing general and administration expenses accounts, examine payment requests and expense reports. * Processes the replenishment of the petty cash float on a timely and accurate basis. Keep safe custody of the petty cash as well as cash collected by business centers. * Ensure swift payment of invoices, manage payments process through wire transfer, cheques & on-line banking systems * Verify invoices from vendors with statements and purchase orders. * Record payments and transactions in the ERP accounting system a proper manner, ensuring compliance with established procedures and guidelines and prepare journal vouchers at the end of each month. * Plan, organize and manage workload to ensure contribution to the company’s monthly financial reporting process is achieved in a timely and accurate manner. * Monitoring and validation of organization wide payroll processing, to ensure sufficient funds are available for timely disbursement of staff salaries every month. * Assist with end of year preparation and procedures as well as Internal and External Audits. * Management of bank accounts, balance and reconciliation * Sort, match and file completed documents in an efficient manner. * Respond to queries from internal and external clients, in time. * Any other duties as assigned by management, appropriate to my role   **Internship & Projects**  **India Infoline Pvt. Ltd.**, Mumbai, India  **Project Title:** “Market scoping and analysis of financial investment and loan products”  **Department:**Loan dept  **Position:** Intern  **Date of Joining:** May 2013 - July 2013  **Description:**  1. To study different loan products  2.To study the different types of documents requires for loan  3.Studying about customer dealing in front desk  4.Customer research maintaining records and information , feedback and Competitors activity .  **Project Title:**”Financial inclusion-Role of Indian banks”  **Description:**  1. To understand the scope and coverage of financial inclusion in India.  2. To list the various measures & initiatives of state / central government with Respect to financial inclusion.  3. To find out the implications of Indian Banks in Reaching out to the unbanked and backward Areas.  4. To evaluate & analyze the contributions of these initiatives to the Economic development of the nation. | | | | | | |
|  | | | | | | |
| **QUALIFICATION** | | | | | | |
| |  |  | | --- | --- | | **Masters in Management Studies (MBA)**  **Finance**  Atharva Institute of Management Studies afflated to  Mumbai university, India | **Bachelors in Computer Science (B.Sc.)**  Ismail Yousuf College (Mumbai university)  Mumbai, India | | | | | | | |
| **PERSONAL DETAILS** | | | | | | | |
| **Nationality**Indian | | **Visa Status**Visit Visa | |
| **Marital Status**Married  **Gender**  Female  **Date of Birth** 4thApril 1991 | | **Languages** English, Hindi,Urdu | |
|  | |  | |
| **Shaikh Farhana Bano – 1851042**  To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed  from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on email: [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. | |