**CURRICULUM VITAE**

**Alfiya**

[**Alfiya.349168@2freemail.com**](mailto:Alfiya.349168@2freemail.com)

**Career Objective:**

*“Interested in working as Accountant in a growth oriented organization, which offers diverse job opportunities in order to utilize, improve my skills, knowledge and experience”.*

**Professional Highlights:**

1. **KBA Group, Manipal, India**

**Admin Assistant**  
December 2015 – Present

* Provide accurate administration of all paperwork generated at Office level
* Receiving & Processing all Invoices, Expense forms & request for payment.
* Communicate clearly with work colleagues using emails.
* Responded to all customer queries issues and requests.

1. **A.S. Associates, Udupi, India**

**Accounts Assistant**  
March 2014 – August 2015

* Process Journal entries & perform corrections to ensure accurate records
* Management of Petty cash
* Preparing cheques for payment.
* Preparation of sale invoices and Receipt vouchers.

**Professional Qualification**

* **2012–2015 – BBM** from Mangalore University, (Bachelors in Business Management *at* Poorna Prajna College)
* **2010-2012 –** Plus two **Commerce** with **Business Accounting** from Mahatma Gandhi Memorial College
* **1999 – 2010 –** Christian High School, Completed **SSLC** in March 2010

**Professional Certification:**

* Completed **Company secretary foundation** from Institute of company secretaries of India (ICSI) in 2013

**Skill Sets:**

* Competence in paying attention to the details of any financial transaction in ledger books.
* Organizing the source documents along with the books of accounts with exceptional skills.
* Managing the daily operation of front desk, helping the associates with necessary support.
* Performed accounts payable function for construction purpose.
* Performed general office duties and administrative tasks.
* Managed internal and external mail functions.
* Provided telephone support.
* Scheduled client appointment and maintained up-to-date confidential client files.
* Follow up with clients for payments.
* Daily cash book maintained.
* Analyzing expense in month on month basis.
* Ability to work in any position and at any level whenever company requires.

**Skills:**

* Adaptability and ability to work under pressure.
* Strong verbal and personal communication skills.
* Good communication skills and ability to lead a group.
* Interested in learning advanced accounting.

**Job Responsibility:**

* Identifying, developing and implementing new business opportunities.
* Managing new and existing accounts.
* Superb communication skills with the ability to remain calm under pressure.
* Writing and developing promotional materials

**Education:**

* S.S.L.C (Karnataka Board) Christian High School, Udupi. (1995-06)
* P.U.C (Karnataka Department of Pre-University Education) – M.G.M College, (2006-2008)

**Computer Skills:**

* Microsoft Office
* Diploma in Finance(Advance Excel,Tally,Peachtree,Busy)
* SAP(Material Management, Selling &Distribution, Production Planning)

**Area of Interest:**

|  |  |
| --- | --- |
| * Administration | * Finance |
| * Accounts | * Banking |

**Personal Details**

Gender : Female

Birth place : Udupi

Religion : Muslim

Status Nationality : Indian

Place of issue : Bangalore

Marital : Single

Visa Status : Employment

Language : English, Hindi, Kannada, Tulu (Regional)

**Declaration:**

**I declare that the information given above is true to the best of my knowledge.**

**Place: Dubai**