**[FARHA.359108@2freemail.com](mailto:FARHA.359108@2freemail.com)**

**FARHA**

# Career Objective:

To achieve a challenging position in an organization, where my analytical, academic and professional skills can be used to the benefit of the organization as well as my career growth.

# Profile Summary:

* MBA specializing in (Finance and Human Resource Management)
* More than 2 years of Experience in the areas of Accounts & Finance on SAP FI/CO Module.

# Professional Experience:

Employer**:** Educomp Group India – South Region which is a leader in education solution provider across the world

Duration: June 2012 June 2014

# Assistant Accountant Job Duties:

* Preparing financial documents such as invoices, bills, and accounts payable and receivable
* Completing purchase orders
* Managing payroll
* Completing financial reports on a regular basis and providing information to the finance team
* Assisting with budgets
* Completing bank reconciliations
* Managing company ledgers
* Processing business expenses
* Coordinating internal and external audits
* Verifying balances in account books and rectifying discrepancies
* Verifying bank deposits
* Managing day-to-day transactions
* Recording office expenditures and ensuring these expenses are within the set budget
* Assisting the finance department and senior accounting staff members with various tasks, including preparing budgets, records, and statements
* Posting daily receipts
* Preparing annual budgets
* Completing the year-end analysis
* Reporting on debtors and creditors
* Handling accruals and prepayments
* Managing monthly budgeting tasks
* Encoding accounting entries for data processing
* Sorting financial documents and posting them to the proper accounts
* Reviewing computer reports for accuracy and meticulously tracing errors back to their source
* Resolving errors in financial reports and correcting faulty reporting methods

# Other Skills:

Proficiency with Microsoft Office

Detail Oriented

Organized

Strong Book keeping Skills

Strong Written and Oral Communication Skills

Academic Project:

* A study on Derivatives Nifty Fifty

Technical Skills:

* SAP (fico)

# Strengths:

* Optimistic
* Ability to learn quickly

### Academic Qualifications:

|  |  |  |
| --- | --- | --- |
| COURSE | COLLEGE/UNIVERSITY | YEAR OF PASSING |
| MBA (Finance & HR) | Anwar ul Uloom College of Business Management / Osmania University | 2010 |
| Bachelor Degree (Commerce) | St. Anns Degree College for Women | 2008 |

* Nationality: Indian
* Gender: Female
* Marital Status: Married
* Visa Status: Husband visa
* Languages Known: English, Urdu & Hindi

Declaration: I hereby declare that the above information is true.