## AFSHAN

## AFSHAN.363608@2freemail.com

## Career Objective

Recent accounting graduate looking for a position in accounting and finance where I can utilise my skills, put my learning into practice and make a contribution. I am eager to learn, and excited about beginning my career in this dynamic industry.

## Educational Background

**Schooling 10th Standard to 12th Standard** (2008 – 2011) K.S. A

International Indian School Dammam

**Bachelor of Commerce (Computers)** (2011 – 2014) India

Sujatha Degree College, Hyderabad

**Master of Business Administration (Finance)** (2014 – 2016) India

Aurora Scientific, Technological and Research Academy, Hyderabad

## Key Skills

**Communication and teamwork**
Excellent written and verbal communication skills and team going ability, good analytical & observing skills.

**Technical skills**
Strong technical proficiency in Tally ERP and Microsoft Office 2010 (Excel, Word, PowerPoint).

**Language skills**
Fluent in spoken and written English & Hindi.

## Professional skills

* Journal Entries.
* Bank Reconciliation.
* Cash Flow Statement.
* Receipt & Payment Entries.
* Chart of Accounts.
* Assigning entries to proper accounts.
* Trained on Tally ERP, MS Excel, Word & PowerPoint.
* Can keep proper track of files & documents.
* Problem solving abilities.