

**ASMA**

**ACCOUNTS , SALES**

**&ADMINISTRATION**

**OPERATIONS**



***Asma-395230@2freemail.com***



**Dubai – UAE**

**CAREER OBJECTIVE**

**Commitment and determination to succeed with my present career milestones ,educational knowledge skills, and experience to join a dynamic company, offering a challenging career in dealing, individual sales, SME sales, Tele sales where my experience will be fully utilized.**

**Excellence and leading tobe well recognized by offering a professional service to society and to the stakeholders for the achievement of mission and vision of the company to develop personally and professionally with continuous improvement of solid sales and marketing techniques and strategy to counter competitors in market and achieve projected targets in sales.**

**PROFESSIONAL SUMMARY**



5+ year experience in **Accounts** ,**Equity and Commodity Markets** **dealings and Fund Sales** like long term, short term, ultra-short termBonds, mid cap, short cap, diversified funds, capital protection and fixed mutuality funds with detailed knowledge and market study ability and having detail oriented diverse **knowledge of Accounts, digital** **transactions, Office Administration** and experience providingthorough and skillful operations to clients and companies.



**EMPLOYMENT** 

**POSITION**: **Equity and Commodity dealer Cum Fund Sales Representative**.

**July 2018– September 2019.**

**Duties and responsibilities:**

* **Raj Investment a Bharuch based well-known Share and Commodity broker a franchise holder of Javari Securities Pvt Ldt. Where had worked as Equity and Commodity Dealer cum Fund sales Representative.**
* **To perform deals for traders in Bombay Stock Exchange and Multi Commodity Exchange on ODIN a PC Based purchase and sales terminal.**
* **To analyze market trend, possibilities and calculate risks in market to guide traders and investors towards productive and profitable deals.**
* **Attend customers personally and on telephone and make them aware of market and particular commodity and share and guide and encourage them for treading to increase the trade volume of company.**
* **To attend investors and professionals for Equity & Mutual**

**Fund investments and guide them about possible profit, risks.**

**AREAS OF EXPERTISE**

**Accounts**

**Dealings**

**Equity & Commodity**

**Mutual Fund Sales**

**Report Preparations**

**Client Consulting**

**Banking**

**MIS**

**SKILLS**

**Multitasks Operations**

**Interpersonal Sensitivity**

**Customer Relationship**

**Management**

**Communications**

**Team Work**

**Creativity**

**Time Management**

**Self-motivated**

**Disciplined**

**Dedicated to Duties**

**COMPUTER LITERACY**

**Tally ERP9 Accounting software Computer Networks Trading Applications Microsoft Word Microsoft PowerPoint**

**Microsoft Share Point Web based Operations Information Management Systems Hardware installations Software Installations Intercom Operations**

* + **Collecting payments and transfer them to parent broker and generating payment receipts for clients.**
* **To report investors and enterprises about their portfolio on regular bases and discusses further strategies.**
	+ - **Generate trading reports and bills for clients and company after market closer and send them via emails and courier.**
		- **Guide Traders towards safe and minimum lost exists whose deals and investments were facing loss**.

**Market Served As Dealer :**

**BSE : Bombay Stock Exchange**

**NSE: National Stock Exchange**

**MCX : Multi Commodity Exchange**

**NCDX: National Commodity & Derivative Exchange**

**Different Mutual Fund Investment Plans for Individuals and SME**s

**IPOs Operations.**



**EMPLOYMENT**

**PATEL WELFARE HOSPITAL/ Accountant**

**November 2017 to May 2018**

* **Maintain Daily Accounts.**
* **Resolves customer complaints by investigating problems**
* **Developing solutions, preparing memos/reports, and making recommendations to management**
* **Pay & collect funds**
* **Collect fees from nursing college & school clerk. & allot expenses.**
* **Collect money from Hospital’s Pharmacy & keep record of it both way manual & in computer.**
* **Make salaries of Doctors, Lecturers, Teachers, & Labor’s.**
* **Verify purchase Order & get approval from CEO.**
* **Maintain & Balance Expenses & Incomes.**
* **Check, verify & process invoices.**
* **Analyzed, examined, & interpreted accounting records, complied financial information, and reconciled reports & financial data.**
* **Up to date with bank on financial transactions.**
* **Maintain & reviews computerized & manual reports.**
* **Perform process analysis and communicated recommendations to. Management.**
* **Process journal entries & perform accounting corrections to ensure accurate records.**

**LANGUAGE PROFICIENCY**

**ENGLISH: FLUENT**

**HINDI** **: FLUENT**

**GUJARATI: NATIVE**

**URDU** **: INTERMIDIATE**

**ARABIC : BASIC**

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| **PERSONAL INFO** |  |
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|  |  |
| **DATE OF BIRTH** | **:** | **29MAY1991** |
| **GENDER** |  | **: FEMALE** |
| **MARITAL STATUS :** | **MARRIED** |
| **RELIGION** |  | **:** | **ISLAM** |
| **DRIVING LICENCE :** | **INDIAN** |
| **VISA STATUS** |  | **:** | **VISIT** |
| **VISA EXP.DATE** | **:** | **25 NOV 2019** |

**KEY SKILLS AND HIGHLIGHTS** 



* **Active Listening like giving full attention to what other people are saying, taking time to understand the points being made, asking equations as appropriate, and not interrupting at in appropriate times.**
* **Talking to others to convey information effectively.**
* **Enough Fit and energetic to attend clients round the day**

**around the landscape.**

* **Self-developed interpersonal skills to attract client and investors.**
* **Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology.**



**EDUCATION**



**SIKKIM MANIPAL UNIVERSITY/** M.B.A (Finance)

**August 2011- January 2014, India, Gujarat, Surat.**

**NORTH EASTERN HILLS UNIVERSITY** / B. B. A (Marketing)

**February 2008 - March 2011, India, Gujarat, Surat.**

**M. M. Piperdiwala High School /** H. S. C. (Commerce)

**July 2006- March 2008, India, Gujarat, Surat.**



**FINAL PROJECT**



**METAS Adventist Hospital, Surat.**

**Customer Satisfaction**

**I completed Project on CUSTOMER SATISFACTION during my summer Project training in METAS Adventist Hospital I worked in Hospital as ASSITANT MARKETING MANAGER from April 2010 to July 2010. My work highly appreciated there.**



**CERTIFICATION**

* **Certified in Tally ERP9**

**May-2017**

* **CAA (Certificate for Application Awareness)**

**August-2009**