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**RESUME**

**AFROZ MBA (Finance & Marketing)**

**Visa Status, Visit, Visa** |E: [**afroz.378766@2freemail.com**](mailto:afroz.378766@2freemail.com) **| Dubai | C/o 0504973598**

**CAREER OBJECTIVE:**

I am dedicated Accountant with comprehensive knowledge in financial management & cost accounting with an excellent record of employment of accuracy. Seeking a position as an Accountant & Audit assistant. And wants to join an organization where I can utilize and my exhaustive experience in company’s growth.

**PROFESSIONAL SUMMARY:**

* Result-oriented individual with over 3.6 Years of work experience in the field of Finance, Accounts & Audit.
* Strong proficiency in reviewing invoices and expenses.
* Well versed with accounting systems.
* Dedicated professional with comprehensive accounting experience in all facets accounting, finance & audit procedures

**WORK EXPERIENCE:**

**M. WAJID & ASSOCIATES (Cost Accountants)**

**Abids Hyderabad Telangana 500001 India.**

**Designation : Accountant and Audit Assistant.**

**Tenure : 10-08-2014 to 06-01-2018**

**Roles and Responsibilities:-**

* Handling day to day finance & accounting activities.
* Registration and filing of ROC, Trust Deeds, VAT, CST, TOT, MSME, Trade License, and Income Tax Work.
* Preparation and filing of statutory returns like, Professional Tax, Sales tax VAT, ITR & New (GST) Tax reports for filing of returns etc. & other works related to accounts
* Monitoring preparation of statutory books of accounts, bank reconciliation and consolidated reports in compliance with Accounting Standards
* Entering receipts and depositing cheque’s and cash in the bank.
* Reviewing monthly cash and other expenses before entering into the system.
* Follow-up with clients for overdue payments.
* Analyze revenue and expenditure trends recommend appropriate budget level, ensure

Expenditure control.

* Explain billing invoices and accounting policies to staff, vendors and clients.
* Preparing Reconciliation Statements like purchase & sales detail for filing monthly VAT.
* Respect local requirements and completion of the VAT Declaration, Tax Returns &  
  Statutory Financial Statements.
* Accurately checking cash claims before reimbursing according to company policy.
* Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy,
* Preparation of financial statements balance sheet, profit & loss statement and cash flows fund flow.
* Assist clients in book keeping requirements, reconciliations, A/P and A/R.
* Ensuring Sanity Check on Invoices before release

**ACADEMIC PROFILE:**

**Master in Business Administration (MBA) - 2016**Holy Mother PG College, Osmania University – Hyderabad Telangana, India

**Bachelor of Commerce (B.Com) - 2014**

Jagruti Degree P College, Osmania University – Hyderabad Telangana, India

**Board of Intermediate -2011**

Sri Chandra Junior College – Hyderabad, Telangana, India

**Secondary School Certificate - 2009**Sultan Ul Loom High School, Hyderabad, Telangana, India

**TECHNICAL SKILLS:**

* **Computer Applications :** Tally. ERP9, Peachtree, QuickBooks.
* **Packages :** MS Office (Word & Excel)

& fundamental of SAP FI/CO

* **Operating Systems :** Compatible with all Windows OS

**STRENGHTS:**

* Self-confident.
* Time Management.
* Analytical Skills.
* Positive attitude & adaptability.
* Goal oriented dedicated & disciplined

**PERSONAL PROFILE:**

* Nationality : Indian
* Marital Status : Single
* Religion : Islam
* Date of Birth : 16 June, 1990
* Linguistic Skills : English, Hindi, and Urdu

**Passport**

* Date of Issue : 16/09/2016
* Date of Expiry : 15/09/2026
* Place of Issue : Hyderabad

(AFROZ)