



Asfia Salma

Contact No: +971 524703659
U.A.E

Email: asfia.salma.as@gmail.com

CAREER OBJECTIVE:

With immense passion towards the field of administration and accountancy and having gained thorough expertise, looking forward to similar job opportunities in renowned company that provide me with an opportunity to utilize my full potential both inherent and acquired from my years of experience.

PROFILE:

- Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Excellent written and verbal communication skills.
- Highly trustworthy, discreet and ethical.
- Ability to work with a range of people in a multicultural environment
- Focused on overall development of organization

EXPERIENCE:

I. Rachnoutsav College of Commerce and Management (Hyd-India)/May 2018-Oct 2019] **LECTURER IN ACCOUNTANCY**

- Successfully handled accounts and finance subjects at junior and degree level
- Successfully Completed syllabus on time working closely with at-risk students
- Involved in setup of exams
- Prepared students reports in excel
- Actively leading seminars and conducting debates
- Guiding students in their project works
- Prepared session plans

II. National Moulding Factory (Hyd-India) / Nov 2016 – April 2018 **JUNIOR ACCOUNTANT**

- Provide support to the financial department by managing daily accounting tasks and preparing invoices
- Post and process journal entries to ensure all business transactions are recorded
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- Assist with the review of expenses, payroll records, etc. as assigned
- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Prepare and submit weekly as well as monthly reports
- Assist with other accounting projects

III. Musheerabad Junior & Degree College (Hyd-India)/June 2012-Oct 2016

IV. Sujatha Degree & P.G College for Women (Hyd-India) /June 2011-Oct 2011

LECTURER IN ACCOUNTANCY

- Successfully handled financial accounting, cost accounting, basic business finance and Business Organization subjects
- Focused on grooming of at risk students by providing moral and academic support
- Prepared PowerPoint presentations to leave a visual impact on learners of certain topics
- A proactive member of exam branch
- Preparation of question papers for conducting exams
- Organizing college events
- Prepared lesson plans in Excel
- Maintaining students attendance registers

Education:

Masters in Commerce

Osmania University | 73% | 2008-2010

Bachelors in Commerce

Osmania University | 75% | 2005-2008

Intermediate

Board of Intermediate | 85% | 2003-2005

Secondary School Certificate

Board of Secondary School Certificate | 82% | 2003

Diploma in financial Accounting (manually and computerized)

- **Accounting packages:-** Focus, Tally ERP9, Peachtree
- **Ms-Excel:** if & multiple if conditions, VLOOKUP, HLOOKUP, PIVOT Table
- **Ms PowerPoint**
- **Ms Word**

PROJECTS:

I. A Company Project (Using Peach Tree Software):

- Journal Voucher
- Subsidiary books (cash book, sales book, purchases book, purchase return and sales return book)
- Ledger – general ledger
- Sundry creditors (accounts payable)
- Sundry debtors (accounts receivable)
- **B.R.S:-** As per Cash Book, Pass Book, Overdraft as per pass book / cash book
- **Trial balance:-** Preparation of trial balance and Rectification of trial balance
- **Final Accounts :-** Trading and Profit & loss account and Balance Sheet in Ms-Excel

II. Absenteeism among labor –A case study on National Molding Factory

Personal Details:

Nationality: Indian

Visa Type: Visit Visa

Status: Single

Languages Known: English, Hindi, and Urdu