

# Curriculum Vitae

**AFREEN SULTANA**

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Visa status: 01-10-2020 valid till 15-08-2022



Aiming for career enrichment in the field of an ACCOUNTANT

## CAREER OBJECTIVE

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I seek a challenging assignment in organization that will utilize my knowledge and experience. My aim is to contribute to the objective of the organization and to grow with it. Having an experience in the fields of competition I can be sure of my commitments towards the Company which will endeavor far most in achieving goals

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## ATTRIBUTES/ ABILITIES:

- Excellent interpersonal and communication skills
  - Self- motivated, methodical and process driven
  - A team player, continuous learner and proactive
  - Tenacious, independent and willing to take the initiative
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## **STRENGTHS:**

- Positive attitude, hardworking and ability to work under pressure
- Ability to reach goals
- Leadership quality
- Ability to finish the task within given time
- Ability to handle the operations independently
- Ability to manage the team members

## **WORK EXPERIENCE**

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✦ DMART PRIVATE COMPANY IN HYDERABAD TELANGANA (Jan 2017-  
June 2019)

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**Designation : ACCOUNTANT**

### **Roles & Responsibility:**

- Maintaining the books of accounts finalization.
- Maintaining regular petty cash transactions as per the business.
- Recording of Expense & purchases and materials delivery.
- Entering daily/weekly vouchers.
- Dealing with customer enquiries face to face, over the phone or via mail.
- Make profit & loss reports and submit to manager.
- Maintaining Stock details and balance sheet.
- Maintaining Daily expenses & sales expenses.
- Preparing Invoice & quotation and show to manager.
- Manage office stock supplies stock and place order.

- Preparing cheque and distribute salaries to staff.
- Maintaining the books of accounts up to finalization.
- Receiving calls from others and provide information.
- Prepare regular reports on expenses and office budget.
- Superior time management skills and strong attention to details.
- Maintaining regular stock reports in the excel
- Coordinating with Accounts department for invoicing preparation.

### **ACADEMIC QUALIFICATION**

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- Master of Business Administration (MBA) Finance first Division From kakatiya university, Telangana, India.
- B. COM Computers Degree (Graduation) first Division from kakatiya university, Telangana, India.
- Board of Intermediate Education First Division from Kakatiya university, Telangana, India.
- Board of Secondary School Education First Division from Hyderabad Telangana, India.

### **TECHNICAL SKILLS**

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- MS-Office (Word, Excel, Access, PowerPoint) Internet.
- ERP Package, Tally, Peachtree .
- Typing speed 50wpm.

### **ACHIEVEMENT**

- SETWIN CERTIFICATE IN THE COURSE OF COMPUTER ACCOUNTANCY FROM GOVERNMENT OF TELANGANA.

## PERSONAL DETAILS

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**Father's Name** : Md Ahmed pasha  
**Date of Birth** : 17<sup>th</sup>july 1992  
**Marital Status** : Married  
**Languages Known** : English, Hindi, and Arabic& Telugu.  
**Interest & Hobbies** : Watching TV, Listening Music.

**Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge.

Yours faithfully

AFREEN SULTANA