



AFRA ASHARAFF

PROFILE

To be an integral part of a growth oriented and well-organized Operations team that could utilize my qualification and experience wherein I can contribute positively towards the profitable growth of the organization. In addition to my extensive operational experience, I intend to build a professional career with dedication and commitment for acquiring a reputed position in an established firm. Seeking an opportunity to work in a well-established organization as **CMA (Cost and Management Accounting)** whereby skills and knowledge can be useful and improve the services. Team builder who is acutely attentive to employee's needs. Punctual problem solver and avid multitasker. Track record of being an essential part of the Demonstrated ability to promote products and services, and secure and develop key accounts to maximize company profits decreased delinquency by 30% in four months Excellent qualifications in the accounting software, such as Tally ERP, Microsoft Excel and Office Strong communication skills. Effective solutions that produce immediate impact and contribute to the establishment's long-term success.

CONTACT

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WORK EXPERIENCE

ACCOUNTS ASSISTANT

**APC ALUMINIUM PVT. LIMITED, KERALA, INDIA
2019 - 2021**

ROLES AND RESPONSIBILITIES

Reporting to the Account's Manager, my roles and responsibilities are:

- Conducted general ledger (G/L) reconciliations, journal entries, monthly expense accruals, and validated G/L accounts roll-up to financial statements guaranteeing accuracy, completeness, and enabling more intuitive review by management.
- Providing support to the Accounting Department.
- Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
- Handling communications with clients and vendors via phone, email, and in-person.
- Processing transactions, issuing checks, and updating ledgers, budgets, etc.
- Preparing financial reports.
- Assisting with audits, fact checks, and resolving discrepancies.
- Prepared weekly Financial Operation Status reporting, supporting weekly financial meeting.
- Investigated monthly variance in labor, material and overhead and related findings, making recommendations to the procurement team.
- Set up standard cost, overhead rates, and Raw material cost, ensuring consistency and accuracy.
- Prepare and maintain records and reports; prepare and validate requirements for facility improvements.
- Perform month-end close and prepare monthly Financial Statement package.
- Analyze and reconcile all Balance Sheet accounts.
- Prepare detailed cost of goods sold analysis and reports.
- Review all work orders for missing costs and excessive variances.
- Fixed Asset Accounting Prepare monthly accruals, expense allocations and cost distributions Review and correct all entries daily prior to posting to the general ledger.
- Supervise the control and maintenance of Accounts Payable system.

ACTIVITIES AND INTERESTS

Cooking
Gardening
Watching movies
Drawing
Painting
Stitching

PERSONALITY TRAITS

- Have the ability to work under stress and deliver result.
- Always willing to learn and accept suggestion and criticism.
- Dedication and Sincerity to the Work.
- Good Interpersonal & Communication Skills.
- Hard Working and Result Oriented.
- Confident and out of the box thinker.
- Excellent Listener
- Friendly, Courteous and service oriented
- Poised under Pressure
- Staff Training and Coaching
- Recruiting and Hiring Talent
- Quality Assurance
- Solid written and verbal communication
- Entrepreneurial Perspective
- Inclined to learn.

LANGUAGES KNOWN

- English
- Hindi
- Tamil
- Malayalam

PERSONAL DETAILS

Date of Birth: 30/04/1998
Nationality: Indian

PASSPORT DETAILS

Passport No: P1371662
Place of Issue: Kochi
Date of Issue: 07/06/2016
Date of Expiry: 06/06/2026

Key Skills and Competencies

- Proven ability to lead, motivate and build successful teams.
- Excellent communication skills to persuade, influence, and negotiate
- Achieving targets in a dynamic and complex business environment,
- Team leading & people development skills
- Building and maintaining strong and effective relationship with suppliers and customers.

ACCOUNT'S MANAGEMENT TRAINER

ACCOUNTS TRAINER

BC ACADEMY SCHOOL OF MANAGEMENT, KERALA, INDIA
2018 - 2019

- Finance
- Accounts
- Costing and Management
- Taxation and Management Studies

EDUCATIONAL QUALIFICATIONS

- **CMA FINAL**
Institute of Cost Accountants of India (ICAI)
2021 - 2022
- **CMA INTER**
Institute of Cost Accountants of India (ICAI)
2017 - 2018
- **CERTIFICATES IN ACCOUNTING TECHNICIANS**
Institute of Cost Accountants of India (ICAI)
- **B.COM FCA**
Indira Gandhi National Open University (Pursuing)

COMPUTER SKILLS

MS Office Tally ERP

CERTIFICATES

100 hours of ITT training completed under **ICAI**

DECLARATION

I hereby declare that the above-mentioned information is correct to the best of my knowledge.

AFRA ASHARAFF