

## CURRICULUM VITAE

Name : AFROZ KHAN  
Mobile No : +971503218054  
Email ID : Afrozkhano0123@gmail.com  
Location : Dubai  
**Visa Status : Visit**  
**Visa Expiry :27/09/2022**



### **Career Objective:**

To have the pleasure of being associated with a fast growing Organization where I can utilize my qualifications and interpersonal abilities for the betterment of organizational tasks .

### **Academic Qualification:**

1. MBA Master of Business Administration (Finance)  
From Osmania University. (2011)
2. B.com (Bachelor in Commerce)  
From Osmania University.(2009)

### **Professional Summary**

- Vast experience of Seven Years in Financial Accounting& Management, MIS Reporting, Planning, Analyzing and Decision Making.
- Had been associated in the areas of Financial Accounting – A/R , A/P, G/L, Fixed Assets ,Trial Balance, Profit & Loss & Balance sheet.
- Sound Knowledge of Auditing Procedures & Implementations, Accounting Principle .

### **NOBLE PHARMACEUTICAL & CHEMICAL DISTRIBUTORS, (INDIA)**

Designation: Senior Accountant, Jan2020 – March 2022.

- Manage the monthly financial close process, including ensuring all costs incurred are properly recorded, reviewing journal entries, account balance reconciliations and report preparation
- Participate in the ongoing development/establishment of accounting policies and procedures and operational strategies including the review and implementation of process and system change
- Collaborate with external auditors to ensure successful audit results and compliance
- Make recommendations for changes as needed and ensure that company policies and procedures are followed and establishes the proper techniques to discover and prevent fraud
- Prepare detailed journal entries and account analyses
- Assist with compilation of information for preparation of tax returns
- Work with Audit, Tax and Treasury Manager to ensure overall coordination of all financial accounting activities through annual report.
- Direct internal and external audits to ensure compliance.
- Plan, assign and review staff's work

- Support month-end and year-end close process.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls

**MHM REAL ESTATE LLC, Dubai , UAE.**

Designation: Property Management Accountant. March 2018–Dec 2019.

- Dealing with property owners and clients for property related queries.
- Coordinating maintenance issues with service providers and owners for management.
- Dealing with tenant complaints and coordinating matters with service providers.
- Communicating property financial payments to property owners for approval.
- Prepare financial summary of rental cheques and cash for deposit purpose.
- Maintain company accounts and record all expenses and reconciliation of suppliers.
- Perform bank reconciliations and produce reports in a dedicated Accounts System.
- Prepare monthly payroll slips for staff
- Preparation of Tenancy Contracts, Property Management and Sale Contracts.
- Assist with preparation and coordination of the audit process.
- Assist external auditors for statutory audit of the year.

**JUMBO ELECTRONICS ,Dubai, UAE.**

Designation: Finance Assistant, May 2013 – June 2017.

- Maintains cash flow by monitoring bank balances and cash requirements.
- Monitoring daily routine accounting transactions
- Preparing the Receivables every week for the customers
- Preparing the Payments to supplier on monthly basis.
- Reconciliations of accounts weekly and monthly basis – bank, suppliers, Customers, G/L, cash, petty cash.
- Cash & petty cash management
- Preparation of monthly Budgets
- Preparation and Presentation of Financial Statement for Management.
- Preparation of Auditing Reports & other Financial Statements
- Preparation of Various MIS Reports, Analysis & Decision Making
- Finalizing the year with the auditors.
- Prepare Inter Bank Transfers
- Preparation of Receivable Finance Collection Details
- Issue of cheque's to vendors on a daily basis on time.
- Confirmation of bank deposits to concerned sales supervisors on time.
- Preparation of Cash report (remittances) on a daily basis and distributing to senior management.
- Maintenance of PDC cheque's in JDE and preparation of deposit slip to be sent to bank on a daily basis.
- Managing Banking Relationships
- Transfer of fund form one account to other to maintain balances
- Monitoring daily collection, updating management on daily collection.

- Receiving cheques and ensuring proper recording in AR ledger.
- AR reconciliations and statement of accounts to customer on periodical basis.
- Analyzing AR books by document wise and clearing pending documents such as Invoices, Credit notes, short payments and unallocated receipts.
- Balance confirmation on periodical manner.

**Technical Skills:**

- **DCA** : Diploma in Computer Application
- **ERP** : SAP (FICO)
- **ERP** : Oracle JD EDWARDS ENTERPRISEONE
- **ERP** : Microsoft Dynamics AX 2012
- **ERP** : Pact Revenue, Profit Maker.
- **Accounting Packages** : Tally, Focus, Wings, and MS Office.

**Strengths:**

- Communication skills
- Managing skills
- Ability to work in a team as well as independently.
- Self-motivation
- Good business sense
- Good communication skills
- A positive attitude

**Personal Profile**

Nationality : Indian  
Religion : Islam  
DOB : 29/06/1987  
Marital status : Married  
Languages known : English, Urdu, Hindi, Telugu.  
Passport Number : S8734853  
Place of Issue : Dubai

**Declaration:**

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

Date:

Place:

Afroz Khan