



AFSHAN HYDER

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Current Address: # 302, Al Ismail Building, Meena Bazar Dubai, Dubai

To work in a stimulating and challenging milieu that would facilitate the maximum utilization and application of my broad skills and expertise in making a positive difference to the organization

PROFESSIONAL QUALIFICATION

B.COM From S.S.M.R.V College (Bangalore University) passed out in 2012
P.U.C from Acharya Pre University College (Gowribidnur) passed out in 2009
S.S.L.C from Eshwarigh School (Gowribidnur) Passed out in 2007

WORK EXPERIENCE: 9 Years

COMPANY: OVERSEAS METAL TRADING, SHARJAH (United Arab Emirates)

INDUSTRY: METAL TRADING

DESIGNATION: SENIOR ACCOUNTANT / EXPORT DOCUMENTATION
EXECUTIVE / LOGISTIC SUPERVISOR

Reporting: Managing Director

☐ Recording all the daily transactions and maintain the required supporting documents like all invoices Debit note, Credit note, PV, RV, Cheque copies.

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- ☐ Handling of petty cash, posting petty cash vouchers & Reconciliation
- ☐ Prepare & Maintaing Accounting Journals. ledgers and other financial records
- ☐ Plan procedures and coordinate tasks with internal and external auditor.
- ☐ Reconcilling of Accounts which includes Accounts payable, Accounts Receivables, Bank Reconciliation Statements
- ☐ Follow up with debtors for the timely collection.
- ☐ Prepare & Maintain salary, Leaves Salaries & End of Service Employee Loans & Advances and other Benefits & final settlements etc.
- ☐ Handling VAT related transactions and submit VAT return.
- ☐ Prepration & Presentation of monthly P&L Meeting as per the standard format and providing Necessary information in Analysing variance
- ☐ Prepare and finalize to export documents.
- ☐ Prepare sales contracts for buyers and purchase contract for sellers.
- ☐ Arrange container from shipping line by negotiating of charges at different destination and tracking the container till discharged at final destination.
- ☐ Arranging transporter for obtaining container from port to loading place.
- ☐ Passing of export declaration (ED) of container(s) before vessel cut off.
- ☐ Prepare BL instruction for getting BL draft from shipping line and also

confirm with the buyer and after confirmation forward the same to shipping line for getting OBL.

☐ Arrange container Pre Shipment Inspection Certificate (PSIC) as required by Indian Customs Authority.

☐ Handling import and export consignments and keep records for all import and export shipments and clearance from customs

ALMANN NATIONAL LLC FMCG (OMAN)

POSITION: Accountant EXPERIENCE: 2016 -2020

Reporting: ACCOUNTS MANAGER

Responsibilities:

Preparing daily Invoicing.

Handling petty cash.

Maintain monthly utility bills.

Following up for payments.

Bank Reconciliation Statement.

Posting entries (journal sale purchase Bank receipt / payment cash receipt /payment).

Maintain staff details payroll leave salary air ticket.

Prepare monthly Basis debtors list / creditors list.

Processing of Sales Orders of customer with complete Analyzing of customer history.

Verify, allocate, post and reconcile accounts payable and receivable.

Maintain of loan Account (overdraft, Bank Borrowings, Staff loan & Advances).

Preparing monthly reports for the management

1. DOT INC BANGALORE (Distributor for PepsiCo India Holdings Pvt ltd)

POSITION: Assistant Accountant

EXPERIENCE: 2013 TO 2016

Reporting: Accounts Manager

Responsibilities:

- Making Daily Invoicing
- Sales daily updating
- Purchase daily updating
- Bank Reconciliation Statement monthly basis
- Bank receipt cash receipt payment receipt
- Preparing Petty cash /payment collection update
- Reconciliation of sales and purchase
- Preparation of stock reports on monthly basis
- Preparing accounts receivable and accounts payable on weekly monthly
- Preparing statement of accounts for supplier and customer

- Filing of VAT returns

COMPUTER SKILLS

- Tally ERP 9
- Pact ERP Software
- Windows XP
- Advanced MS Excel, Word, Etc.

REQUIRED SKILLS & ABILITIES

- You'll need to be firm and organized to work in credit control. Other skills that will help you in the job include:
- The ability to work in a team and individually
- Good team management skills
- Sound decision-making
- Excellent written and verbal communication skills
- Good attention to detail
- The ability to work under pressure and to deadlines
- Good business judgment
- A good head for numbers
- Sound Computer Skills using a computer

EXTRA CURRICULRA ACTIVITIES

- Making new friends
- Watching and playing cricket
- Watching movies
- Interacting with new peoples

PERSONAL INFORMATION

Date Of Birth	10 Feb 1990
Father's Name	Gulam Ali
Gender	Male
Nationality	Indian
Language Known	English, Hindi, Urdu, Kannada, Telgu
Passport No	N6485289
Marital Status	Married

Place : Bangalore

Date:

(Afshan Hyder)