

Afraan Sheikh

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PROFILE

Passionate about making meaningful contributions to the organization by using my skills and experiences. I'm always eager to learn and grow and my goal is to help drive success while continuously improving and expanding my abilities.

EDUCATION

Bachelor of Commerce , Maps college CGPA - 9.04	2024 Mangalore
Senior Secondary (PUC) , Madeline PU College Percentage - 89.33	2021 Mulki
Secondary School (SSLC) , Bethany High School Percentage - 88.83	2019 Mulki

PROFESSIONAL EXPERIENCE

PCA Bank , Assistant Accountant <ul style="list-style-type: none">Maintained accurate financial records and updated accounting systems regularly.Prepared budgets, forecasts, and financial reports to assist in strategic planning.Reconciled bank statements and resolved discrepancies to ensure accurate financial reporting.Supported internal and external audits by preparing financial documentation and reports.Ensured compliance with tax regulations, company policies, and accounting standards.Managed accounts payable and receivable, ensuring timely processing of payments and collections.Assisted in month end closing processes, including journal entries and account reconciliations.	Jul 2024 – Dec 2024 Mangalore
Suhana Travels , Intern <ul style="list-style-type: none">Managed high-volume inbound and outbound calls, addressing customer inquiries and providing service.Assessed customer needs and provided tailored travel solutions to enhance satisfaction and loyalty.Communicated job opportunities to candidates, detailing position requirements, benefits, and application steps.Conducted initial applicant screenings to evaluate qualifications, experience, and suitability for open roles.Entered and maintained customer and applicant data in Excel with 100% accuracy and organization.Resolved customer concerns by coordinating with internal teams, ensuring prompt and effective solutions.Performed administrative duties, including scheduling, recordkeeping, and generating detailed reports.Utilized CRM tools to manage client interactions, track leads, and improve service delivery.Strengthened customer relationships through personalized follow-ups and proactive communication.	Jan 2024 – Feb 2024 Mangalore

SKILLS

Accounting Principles	Financial Data
Data Analysis	Microsoft Office
Data Entry	ERP Software
Billing	Customer service
Communication	Time Management
Adaptability	Positive Attitude

LANGUAGES

English Hindi Kannada Urdu

CERTIFICATE

- Financial Accounting**, Great Learning
- Basic Computer knowledge**
- Islamic Finance**, Mind Luster
- KPMG U.S. Career Catalyst: Tax Job Simulation**, Forage
- New York Jobs CEO Council Financial Analyst Job Simulation**, Forage
- Tally Prime**
- Fidelity Investments Customer Relationship service Job Simulation**, Forage