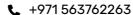
Afraan Sheikh

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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

Senior Secondary (PUC), Madeline PU College Percentage - 89.33

Secondary School (SSLC), Bethany High School

Percentage - 88.83

2024 | Mangalore

2019 | Mulki

2021 | Mulki

PROFESSIONAL EXPERIENCE

PCA Bank, Assistant Accountant

Jul 2024 - Dec 2024 | Mangalore

- Maintained financial records and managed accounts.
- · Processed invoices, Payments.
- · Assisted in preparing financial reports and budgets.
- Supported payroll processing and tax compliance.
- · Provided documentation.

Suhana Travels, Intern

2024 | Mangalore

- Managed high-volume calls daily, addressing customer inquiries and delivering exceptional service.
- Engaged with customers to assess needs, providing tailored solutions to enhance satisfaction.
- Communicated job opportunities to candidates, clearly outlining requirements and benefits.
- Conducted initial screenings of applicants to assess qualifications and fit for open positions.
- Executed customer data entry in Excel, ensuring accuracy and efficient organization of information.

SKILLS

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

CERTIFICATE

Financial Accounting, Great Learning

Basic Computer knowledge

Islamic Finance, Mind Luster

KPMG U.S. Career Catalyst: Tax Job Simulation, Forage

- * Completed a job simulation that involved conducting initial research.
- * Improved my Excel skills, including data modelling and cleaning. Used the "IRAC" approach.

New York Jobs CEO Council Financial Analyst Job Simulation, Forage

* Completed a Simulation focused on financial analysis.

Tally Prime

Fidelity Investments Customer Relationship service Job Simulation, Forage