

# 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

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

## PROFESSIONAL EXPERIENCE

<b>PCA Bank</b> , Assistant Accountant <ul style="list-style-type: none"><li>Maintained financial records and managed accounts.</li><li>Processed invoices, Payments.</li><li>Assisted in preparing financial reports and budgets.</li><li>Supported payroll processing and tax compliance.</li><li>Provided documentation.</li></ul>	Jul 2024 - Dec 2024   Mangalore
<b>Suhana Travels</b> , Intern <ul style="list-style-type: none"><li>Managed high-volume calls daily, addressing customer inquiries and delivering exceptional service.</li><li>Engaged with customers to assess needs, providing tailored solutions to enhance satisfaction.</li><li>Communicated job opportunities to candidates, clearly outlining requirements and benefits.</li><li>Conducted initial screenings of applicants to assess qualifications and fit for open positions.</li><li>Executed customer data entry in Excel, ensuring accuracy and efficient organization of information.</li></ul>	2024   Mangalore

## SKILLS

Accounting Principles	Financial Data
Data Analysis	Microsoft Office
Data Entry	ERP Software
Billing	Customer service
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