

Afreen Mehboob

Certificate: Tally ERP9 with GST
Degree: M.Com.
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SUMMARY

A master's degree holder in Accounting & Finance, Achievement in internal auditing, book-keeping, taxation, finalization of accounts with **8** years of experience; operated accounting software MS Excel, Word, PowerPoint, Tally ERP 9 with GST, Teaching.

PROFESSIONAL EXPERIENCE

General Accountant

APPLE MEDICAL

From June 2021 upto month of Nov 2023

Ratnagiri

Total Work Experience : 3 Year

Job Responsibilities

Accounting, Auditing and VAT Related:

- Coordinated the full month end procedure, including preparation of balance sheets, income statements, and trial balance statements.
- Prepared and monitored asset, liability, revenue, and expenses entries by compiling and analyzing accounting formation.
- Prepared reconciliations for monthly closings and monthly intercompany reconciliation.
- Ensured accuracy of revenue and expense accounts and provided weekly quality checks of documents.
- Managed and supported junior accountants and provided them with accounting advice.
- Prepared daily cash report and reviewed petty cash expenses submitted by Junior Accountants.
- Prepared VAT return, VAT refund schedule, and samples.
- Prepared monthly salaries and overtime computations and cooperated with internal and external auditors.
- Prepared audit schedules and compiled files as per the requirement of the auditors for year- end audit of books.
- Ensured year-end closing and opening of books are complete and accurate.
- Prepared year-end management reports as per head-office due date requirement.

Experience in Teaching

New English School, Kasba, Sangameshwar

From June 2015 to May 2018

M.D.Naik English School

From June 2019 to May 2021

Ratnagiri

Total Work Experience : 5 Years

Job Responsibilities

Achievement First, Inc

- Experience in an elementary classroom.
- Classroom engagement.
- Camp counselor.
- General teacher skills.
- Excellent feedback as a new teacher.
- Class room maintenance and cleanliness.
- Teaching credentials.
- Creation of curriculums.
- Writing lesson plans.
- Advance teaching skills.
- Implemented a hands –on approach to teaching art and art appreciation to encourage students to explore different forms of art.
- Maintained a clean and safe learning environment for small groups and individual learners.

ACADAMIA

- **M.Com.** Accounting & Finance (University of Mumbai)
- **Bachelor of Commerce** (University of Mumbai)
- **L.L.B. 3 years Course** (University of Mumbai)

CERTIFICATES & ACHIEVEMENTS

- **Tally ERP9 with GST.**
- **M.Com.**
- **B.Com.**
- **Teaching Experience.**

OVERVIEW OF KEY SKILLS

- **Technical Skills:** ERP Software |Accounting |Data Analysis|Financial Statement Analysis
- **Additional Skills:** Attention to detail Ownership of Task |Critical thinking |Prioritizing

PERSONAL INFORMATION

- Nationality : Indian
- Date of Birth : 21/07/1995
- Passport No : V5772779
- Languages : English|Urdu|Hindi | Marathi
- Religion : Muslim
- Gender : Female