

AFREEN MEHBOOB

Nationality – Indian
Degree - M.Com
Certificate - Tally ERP9 with GST
Mob No: 0562342087 UAE
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CAREER OBJECTIVE

- To Seek an opportunity in a well – known organization that allows me to develop and enhance my skills, and become a value able part of the organization's growth.
- A master's degree holder in Accounting & Finance with 3 years of experience with operated accounting software MS Excel, Word, Power Point, Tally ERP9 with GST.

EDUCATINAL BACKGROUND

EDUCATION	INSTITUTION	YEAR	MARKS
M.COM	UNIVERSITY OF MUMBAI	2021	6.25 GPA
B.COM	UNIVERSITY OF MUMBAI	2016	5.50 CGPA
HSC	MAHARASHTRA STATE BOARD	2013	64.50 %
SSC	MAHARASHTRA STATE BOARD	2011	77.09%

ACCOUNTING SKILLS

- In depth knowledge in basic accounting procedures.
- Ability to handle daily financial transactions.
- Knowledge journal and ledger entries.
- Ability to manage debtors and creditors.
- Ability to carry out bank reconciliations.
- Can assist management in tax audits.
- Awareness of TDS and GST filling.
- Ability to maintain accuracy while preparing financial reports.
- Good understanding of accounting.
- Good written and verbal communication skills.

WORK HISTORY

General Accountant

APPLE PHARMACY

From June 2020 up to month of November 2023 Ratnagiri

Total Experience in Accounting: 3 Year

Job Responsibilities

- Coordinated the full month end procedure, including preparation of balance sheets, income statements, and trial balance statements.
- Prepared reconciliations for monthly closings and monthly intercompany reconciliation.
- Prepared daily cash report and reviewed petty cash expenses.
- 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 asper 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 asper head office due date requirement

ADDITIONAL WORK EXPERIENCE

Experience in Teaching

❖ **New English School, Kasba, Sangameshwar**

From June 2014 to April 2015

From June 2016 to June 2018

❖ **M. D. Naik English School**

From June 2019 to June 2021 Ratnagiri

Total Experience in Teaching: 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.

CERTIFICATES & ACHIEVEMENTS

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

PERSONAL INFORMATION

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

MAXIMUM STAY 60 DAYS



الهيئة الاتحادية للهوية والجنسية والجمارك وأمن المنافذ
FEDERAL AUTHORITY FOR IDENTITY, CITIZENSHIP, CUSTOMS & PORT SECURITY
الإدارة العامة للإقامة وشؤون الأجانب - دبي
GENERAL DIRECTORATE OF RESIDENCY AND FOREIGNERS AFFAIRS - DUBAI



United Arab Emirates

إذن دخول الكتروني - eVisa



سياحة - سفرة - 60 يوم
Tourism - Single - 60 Days

ENTRY PERMIT NO:

210/2024/11400415802

إذن دخول رقم:

Date & Place Of Issue: 27-02-2024 Dubai

دبي 2024-02-27

تاريخ ومحل الاصدار:

Valid Until: 26-04-2024

2024-04-26

تاريخ صلاحية الدخول:

U.I.D. No:

238995553

الرقم الموحد:

Allowed to enter U.A.E to:

أجيز بدخول دولة الامارات العربية المتحدة الى:

Full Name: Ms. AFREEN MEHBOOB KAZI MEHBOOB
MEHMOOD KAZI

الاسم الكامل: افرين محبوب قاضى محبوب محمود قاضى

Nationality: INDIA

الجنسية: الهند

Place of Birth: MUBRA MAHARASHTRA

مكان الميلاد: مبرا ماهاراشترا

Date of Birth: 21/07/1995

تاريخ الميلاد: 1995/07/21

Passport No: Normal / V5772779

رقم الجواز: عادي / V5772779

Profession: SALES REPRESENTATIVE

المهنة: مندوب مبيعات

Note: The United Arab Emirates welcomes you and wishes you a happy stay. Please be sure to change your status or leave before the visa expires, so we can welcome you again

تنبيه: ترحب بك دولة الامارات العربية المتحدة و تتمني لك إقامة سعيدة و يرجى التأكد من تعديل الوضع او المغادرة قبل انتهاء فترة صلاحية التأشيرة لنتمكن من الترحيب بك مرة اخرى

دبي 2040 DUBAI



Director General of Residency & Foreigners Affairs

استوفيت الرسوم

الإدارة العامة للإقامة وشؤون الأجانب

لتواصل مع الإدارة يرجى الاتصال بخدمة امر
هاتف: 8005111 / 04-3139999
For any inquiry please call AMER SERVICE
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