

# Anfal Sawda

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**Career Objective:** A highly organized and hardworking individual with one and a half years of experience in handling a set of accounts, ensuring timely preparation of financial reports and statements, and timely and accurate reporting of monthly/quarterly management accounts. Proficient in liaising with auditors to ensure compliance with accepted accounting policy standard procedures. Keeps up-to-date with financial and industry policies, regulations, and legislation. Performs related and ad-hoc duties as assigned. Experienced in invoice processing, petty cash management, statement reconciliation, and corporate event management. Seeking a responsible position to further enhance skills and contribute to the success of a company focused on customer satisfaction and experience

## Personal Skills:

- Exceptional communication and interpersonal abilities
- Strong analytical and problem- solving skills.
- Ability to inspire creativity and cooperation among team members
- Self-motivated, hardworking nature and result oriented
- Quick learner in any field & Able to quickly grasp new concepts
- Confident in learning and adapting to multiple technologies
- Ability to work under pressure, meet deadlines
- Positive attitude, flexible and friendly
- Proficiency in accounting software including Quickbooks & Sage 50.

## Work Experience:

### Accounts Assistant

*Company Name :- [ Querysol Technologies pvt ltd, India]*

*October 2022 to January 2024*

## Key Responsibilities:

- **Invoice Processing:** Managed the processing of invoices ensuring accuracy and timely payment.
- **Petty Cash Management:** Handled petty cash transactions and maintained accurate records.
- **Statement Reconciliation:** Conducted regular reconciliations of financial statements to ensure consistency and accuracy.
- **Report Generation:** Generated and analyzed accounts payable reports to monitor payment status and cash flow.
- **Timely Follow-Up:** Ensured timely follow-up with vendors on outstanding invoices to maintain healthy cash flow.
- **Documentation:** Kept detailed records of all payment follow-up activities for audit.
- **Vendor Relationships:** Maintained positive relationships with vendors through regular and professional follow-up.
- **Clients Account Audit:** Performed regular audits of client accounts to identify and address overdue payments, ensuring accuracy and timely resolution of payment issues.

## **Cashier/ Sales Associate**

**Company Name :- Tohfa Gifts [ WTC Mall Abu Dhabi, UAE]**

**June 2024 to September 2024**

### **Key Responsibilities:**

- Cultivated excellent customer relationships by providing helpful, friendly and attentive service.
- Processed cash and card payments during busy shopping periods to minimize customer waiting times.
- Kept up-to-date on available inventory and new stock lines to efficiently answer customer questions regarding purchasing options.
- Provided helpful, attentive sales support to generate positive customer feedback.
- Develop and maintain customer relationships in order to generate future sales opportunities.
- Update customer information in databases.
- Managing report through Microsoft Package.
- Greets customers and demonstrates excellent customer service skills.

### **Project Detail**

#### **Project on JK Tyre's (2021)**

- Conducted a comprehensive study on customer satisfaction and its impact on business improvement.
- Developed an actionable report using secondary data.
- Utilized multiple analysis methods for strategic planning and project management.
- Gained experience in handling marketing campaigns and other business-related events.

### **EDUCATION**

Karnataka University Dharwad, UK <b>Bachelors of Commerce</b>	2022
Karnataka Board Bangalore, UK <b>Pre-University Course</b>	2019
Karnataka Board Bangalore, UK SSLC	2017

### **LANGUAGES**

English, Urdu, Hindi, & Kannada

### **Additional Detail:**

**Gender : Male**  
**Date Of Birth : 04/09/2000**  
**Nationality : Indian**  
**Marital Status : Single**  
**Visa Status : Visit Visa [ 24- Nov- 2024**