

# Mehmooda Mehek

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Operations & Accounts Executive | Financial Reporting | Workflow Optimization

Phone: +91 8752935786

Email: mehek8752@gmail.com

Location: Hyderabad, Telangana, India

Nationality: Indian

Languages: Telugu, Hindi, English, Urdu

## Professional Summary

Dynamic and detail-oriented Operations & Accounts Professional with 2+ years of experience in managing business operations, financial reporting, and team supervision. Proficient in MS Excel, Tally ERP, and process optimization. Proven track record of improving workflows, reducing bottlenecks, and ensuring operational excellence. Actively seeking opportunities in the UAE/Dubai market.

## Work Experience

- Operations Manager
  - Kuro India, Hyderabad, India
  - Jun 2024 – Present
- Supervise junior managers and maintain quality and inventory control.
  - Implement policies to streamline workflows and enhance productivity.
  - Conduct team meetings to address operational challenges and devise effective solutions.
  - Monitor daily operations and ensure bottleneck-free performance.
- Accounts Executive
  - Germanten Hospital, Hyderabad, India
  - Apr 2023 – Apr 2024
- Managed financial records using MS Excel and Tally ERP.
  - Processed invoices, reconciled accounts, and ensured timely financial reporting.
  - Prepared and analyzed monthly financial reports leading to improved budgeting accuracy.

## Education

- Bachelor of Commerce (B.Com)
- Indira Priyadarshini Degree College, Hyderabad, India
- Graduated: 2025

## **Certifications**

- MS Office, Miskeen Charitable Trust (2021)
- Computer Accountancy, Setwin (2022)
- Full Stack Development, MHJCGC Software Solution (2022)

## **Skills**

- Expertise in MS Office (Excel, Word, PowerPoint)
- Proficiency in Tally ERP
- Leadership and team management
- Operational efficiency and workflow optimization
- Financial data analysis and reporting
- Time management and problem-solving

## **Additional Information**

- Open to relocation for opportunities in Dubai.