

# AFSHEEN ABDUL SALAM



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## EXECUTIVE PROFILE

4+ years of G.C.C experience in Accounting, Administrations and Operations. Proven experience in communication, interpersonal and leadership skills. To make use of my skills to achieve goals of a company that focuses on customer experiences and providing management with financial information, analyzing accounts and preparing financial statements. I have the competence in VAT regulations as well and expert in all areas of accounting systems. I am on my own visa and available to start as early as possible.

## SKILLS

EFFECTIVE COMMUNICATION | ACCOUNTS PAYABLE | ACCOUNTS RECEIVABLE | VALUE-ADDED TAX (VAT) |  
ACCOUNT RECONCILIATION | GENERAL LEDGERS | BANKING | BALANCE SHEETS | FINANCIAL STATEMENTS |  
PREPARING STATEMENTS | FINANCIAL REPORTING | INVOICING |

## WORK EXPERIENCE

### Office Operations Manager (FIN)

(Total Work Experience – 4 years 11 Months)

HAA Est. - Saudi Arabia

06/2021 – 10/2021

The Financial Operations Manager provides assistance in the performance of finance activities, and supervision of accounting transactions, managerial accounting analysis and decisions.

- Process and analyze financial transactions.
- Supervise the daily accounting and financial activities.
- Prepare periodic management reports.
- Coordinate and facilitate the financial audit and financial statement.

### Accountant cum Operations

Yasser Cold Store Co. - Saudi Arabia

11/2019 – 06/2021

The Accounting Operations will support monthly accounting and analysis activities. This includes monitoring and assessing the various systems and reporting tools, posting journal entries, performing balance sheet reconciliations.

- Perform reconciliation for various client accounts.
- Coordinate internal audit process with auditors.
- Address and resolve customer queries in timely and accurate manner.
- Manage book-keeping and financial systems.
- Update accounting systems in line with the latest computer technology.

### Sales Accountant

Yasser Cold Store Co. - Saudi Arabia

05/2019 – 11/2019

A sales accountant oversees sales activities and develops relationships with customers and review financial transactions.

- Prepare monthly financial statements and complete reporting requirements.

- Review and cut checks for third-party vendors invoices.
- Monitor and report on sales performances.
- Review and reconcile general ledger accounts, including accounts receivable and accounts payable.

## General Accountant

### The Important Logistics Co. - Saudi Arabia

03/2014 – 05/2016

Prepare balance sheets, profit and loss statements, and other financial reports. Account duties and responsibilities.

- Maintaining account books & systems up-to-date.
- Verify, allocate, post, and reconcile transactions.
- Payments, receipts and Invoice posting.

## EDUCATION & QUALIFICATIONS

### Master of Arts Public Administration (MPA)

Indira Gandhi National Open University (IGNOU) – Pursuing

### Bachelor of Commerce in Computer Applications (B.COM)

Mahatma Gandhi University (M.G University) – 05/2019

### Diploma in Tourism Studies (DTS)

Indira Gandhi National Open University (IGNOU) – 12/2019

## CERTIFICATION

- **TALLY Software** , G-TEC Computer Education – 02/2014

## LANGUAGES

- **English** ●●●●●
- **Hindi** ●●●●●
- **Arabic** ●●●●●
- **Malayalam** ●●●●●

## COMPUTER SKILLS

TALLY | ERP | QUICKBOOKS | MS EXCEL | MS WORD | MS POWERPOINT | MS PUBLISHER |  
MS OUTLOOK | TAX PREPARATION SOFTWARE | SAP SOFTWARE | POS SOFTWARE | INTERNET  
UTILITIES | ECOMMERCE | ONE NOTE | MS ACCESS |

## PERSONAL DETAILS

- **Visa Status:- Own Visa**
- **Nationality :- Indian**
- **Driving License :- K.S.A**