



PERSONAL DETAILS

D.O.B: 21-05-1999
Marital Status: Single
Nationality: Indian
Visa Status :Visit Visa

CONTACT ME AT

-  Al Baraha Building Near Edga Deira, Dubai
-  Syedafrid21@gmail.com
-  +971563947241

SKILLS SUMMARY

- Problem Solving
- Decision Making
- Time Management
- Quick Learner
- Adaptable
- Service Focused

LANGUAGES

- English
- Hindi
- Urdu
- Kannada
- Tulu

SYED AFRID

OBJECTIVE

To work in a highly motivated environment where I can utilize my skills to the best of my abilities in order to meet organizational goals with continuous learning and updated knowledge.

WORK EXPERIENCE

IQRA ENGINEERING

- Worked as a Junior Accountant for six months

S.M CONSTRUCTION

- Worked as a Supervisor for One Year

EDUCATIONAL HISTORY

- Bachelor of Commerce at DR.N.S.A.M FIRST GRADE COLLEGE 2019
- PUC at C.K.P.U College in 2016
- SSLC at J.E.M.S High School in 2014
- E. DIPLOMA FINANCE IN 2021

SOFTWARE SKILLS

- Ms-Word
- Ms-Excel
- Ms-Power Point
- Master In Typing
- Tally ERP 9.0

JOB RESPONSIBILITY

- Post and process Journal Entries to Ensure All Business Transaction Are Recorded
- Update Accounts Receivable and issue invoices
- Preparing bank Recouncilation Statement
- Update Accounts Payable and perform Reconciliations
- Assist in the Processing of Balance sheets, Income Statements and Other Financial Statements According to Legal and Company Accounting and Financial Guidelines
- Assist Reviewing of Expenses, payroll Records etc. As Assigned
- Prepare And Submit Weekly/Monthly Reports
- Assist Senior Accountants in The Preparation of Monthly/Yearly closings
- Tallying of Stock And Cash
- Maintaining Accurate Records

ACHIEVEMENT

- Served as joint secretary in sports association
- Participated in university level in football and cricket
- Completed college mini projects
- Served as captain of football team in college
- Served as discipline secretary in college

DECLARATION

I hereby declare that above Information is true to the best of my knowledge

(AFRID)