



## **CURRICULUM – VITAE**

**AFSANA MANSURI**

1370-B, Jain Nagar. Delhi-81  
M-9811691648  
E-Mail :appy1as@rediffmail.com

### **Career Objective**

To shape my career in a way that it is possible to advance during my whole working life make myself ready for situations to take authority and responsibility.

### **Personal Skills**

Comprehensive problem solving abilities, Good & Effective Communication skills, honest and trustworthy. Good attitude around others Willing to help.

### **Profile Summary**

1. Total around 10 years of experience in Finance and Accounts i.e. General Accounting, Accounts Receivables, Accounts Payables, Statutory Compliances, minor Taxation etc.
2. Exposure in Tally Software at Cinsto Ventures Pvt. Ltd.
3. Exposure in Icaffe for One year at GSI Logistics Pvt. Ltd.
4. Exposure in AXEPTA & ERP for more than three years at GETIT Infoservices Pvt. Ltd.(Askme.com)
5. Exposure in SAP FICO module R/3(End User) for more than three years at Network18 Media & Investments Limited. (Publishing Division)

### **Academic Qualification**

Graduation: - B. Com. from Govt. Degree College, Indore (M. P.) in 2007 With 54.22% from DAVV University, Indore (M. P.)

### **Under Graduation**

- Higher Secondary with 60.67% from M. P. Board, Bhopal
- High School with 46% from M. P. Board, Bhopal





### **Professional Qualification**


Diploma in computer Application & Tally from Professional Academy of Computer Education (PACE Computer), Indore (M. P.)


### **Computer Skill**


1. Diploma in Tally Graduate Accounting Package.
2. Diploma in Computer Application.
3. Good knowledge of MS-Office (specially MS Excel and MS word)
4. Working on SAP FICO module R/3(End User)
5. Working on Tally, Axapta & ERP.

## PROFESSIONAL EXPERIENCE

Period	Organization	Designation	Profile
<b>Currently working</b> <b>(From 08 Dec 2018 to till date)</b> 	<b>Cinste Ventures Pvt. Ltd.</b> A-56, Sector-16, Noida  <b>Cinste Group</b> consists of business interests in various vertical including Retail, Technology & Manufacturing. it has brands like Tandoori, Fresho, Panwaadi, Everything Grocery etc.	<b>Manager- Finance &amp; Accounts</b>	<b><u>Responsible for Handling:</u></b> <ul style="list-style-type: none"> <li>General Accounting, Accounts Receivables, Accounts Payables, Banking &amp; Bank Reconciliations.</li> <li>Statutory Compliances, Taxation like GST, TDS.</li> <li>Reconciliation for Vendor, Customer and others.</li> <li>Regular MIS like Cash Flow, Outstanding and Bank Balance etc.</li> <li>Fund Management.</li> <li>Participate in quarterly, half yearly &amp; annual auditing.</li> </ul>
<b>01 Year (From 21 Dec 2017 to 08 Dec 2018)</b> 	<b>GSI LOGISTICS PVT. LTD.</b> Crown Heights, Sector 10, Rohini, Sector 10, New Delhi - 110085  <b>GSI Logistics</b> is the prominent service provider of complete portfolio of logistic services act as Custom House Agent and Custom Clearance Agent for Import and Export of goods.	<b>Sr. Executive Finance &amp; Accounts</b>	<b><u>Responsible for Handling:</u></b> <ul style="list-style-type: none"> <li>Accounting independently.</li> <li>Cash Payments &amp; Cash</li> <li>Banking &amp; Bank Reconciliations, Making Foreign Remittance</li> <li>Disbursement of Vendor Payments</li> <li>Reconciliation of Vendor Accounts</li> <li>Follow up with Customers for Payments</li> <li>Reconciliation of Customers Account</li> <li>Regular MIS like Cash Flow, Outstanding and Bank Balance etc.</li> <li>Fund Management</li> <li>Payout like Commission, reimbursement etc.</li> </ul> <b><u>HR Activities</u></b> <ul style="list-style-type: none"> <li>Payout like Salary, incentive etc.</li> <li>Hiring of Employees</li> <li>Separation of Employees</li> <li>Final Settlement of Employees</li> </ul>
<b>03 Years 04 Months (From 01 April 2013 to 24 August 2016 Date)</b>  	<b>GETIT INFOSERVICES PVT LTD. (Askme.com)</b> GYS Hights, Plot 10&11, 2 <sup>nd</sup> Floor Tower-C Sector125 Noida-201303 (UP)  <b>GETIT Infomedia (Askme.com)</b> is India's digital supermarket for SMEs to get relevant business leads. seamlessly deliver excellent value across all media platforms be it Voice, Mobile Applications, Online, WAP, Web chat, Print etc.	<b>Sr. Executive Finance &amp; Accounts</b>	<b><u>Responsible for Handling PAN India:</u></b> <ul style="list-style-type: none"> <li>Handling PAN India Spot incentives.</li> <li>Handling PAN India Customer/DSA Refund.</li> <li>Handling PAN India Banking &amp; Bank Reconciliations</li> <li>MIS like Cash Flow, Outstanding and Bank Balance etc.</li> <li>PDC Management.</li> <li>Assistance in quarterly, half yearly &amp; annual auditing.</li> </ul>

<p><b>1 Year 08 Months Experience (From 05 July 2011 to 31 Mar 2013)</b></p> 	<p><b>Network 18 Media &amp; Investments Limited.(Publishing Division)</b></p> <p>4<sup>th</sup> Floor Prakashdeep Building, Barakhamba, Delhi</p> <p><b>Network18</b> (Publishing Division) helps consumers find local &amp; national businesses through its network of print, digital and mobile properties. Its diverse business areas spread across Local Search, Magazine &amp; Business Directories Publishing and Printing Services</p>	<p><b>Executive Finance &amp; Accounts</b></p>	<p><b><u>Responsible for Handling Region:</u></b></p> <ul style="list-style-type: none"> <li>• Regional Accounting.</li> <li>• Regional level Statutory Compliances</li> <li>• Assistance in quarterly, half yearly &amp; annual auditing.</li> <li>• Regional Cash Payments &amp; Cash</li> <li>• Regional Banking &amp; Bank Reconciliations</li> <li>• Regional Disbursement of Vendor Payments</li> <li>• Preparation of Purchase orders.</li> <li>• Regional Reconciliation of Vendor Accounts</li> <li>• Regional Follow up with Customers for Payments</li> <li>• Regional Reconciliation of Customers Account</li> <li>• Maintain Assets detail.</li> <li>• Regional Regular MIS like Cash Flow, Outstanding and Bank Balance etc.</li> <li>• Fund Management.</li> </ul>
---	--	--	---

<p><b>10 Months Experience (From 18Jan10 to 26Oct10)</b></p> 	<p><b>Network 18 Media &amp; Investments Limited. (Publishing Division)</b></p> <p><b>Network18</b> (Publishing Division) helps consumers find local &amp; national businesses through its network of print, digital and mobile properties. Its diverse business areas spread across Local Search, Magazine &amp; Business Directories Publishing and Printing Services.</p>	<p><b>Executive Finance &amp; Accounts</b></p>	<p><b><u>Responsible for Handling 03 Branches:</u></b></p> <ul style="list-style-type: none"> <li>• 03 Branches accounting independently.</li> <li>• Local level Statutory Compliances</li> <li>• Cash Payments &amp; Cash</li> <li>• Banking &amp; Bank Reconciliations</li> <li>• Disbursement of Vendor Payments</li> <li>• Reconciliation of Vendor Accounts</li> <li>• Follow up with Customers for Payments</li> <li>• Reconciliation of Customers Account</li> <li>• Maintain Assets detail.</li> <li>• Regular MIS like Cash Flow, Outstanding and Bank Balance etc.</li> <li>• Fund Management</li> </ul> <p><b><u>HR Activities</u></b></p> <ul style="list-style-type: none"> <li>• Payout like incentive, reimbursement etc.</li> <li>• Hiring of Employees</li> <li>• Separation of Employees</li> <li>• New Recruitments</li> <li>• Final Settlement of Employees</li> </ul>
---	--	--	--

<b>1 Year Experience (From 01Jan09 to 16Jan10)</b>	<b>Advantage Tradecom India Pvt. Ltd., Indore (MLM)</b>  Dealing in Travel Agents, Tour Packages, International Tour Packages, Investments	<b>Accountant</b>	<b><u>Responsible for :</u></b> <ul style="list-style-type: none"> <li>Accounting independently.</li> <li>Cash Payments &amp; Cash</li> <li>Banking &amp; Bank Reconciliations</li> <li>Disbursement of Vendor Payments</li> <li>Reconciliation of Vendor Accounts</li> <li>Follow up with Customers for Payments</li> <li>Reconciliation of Customers Account</li> <li>Regular MIS like Cash Flow, Outstanding and Bank Balance etc.</li> <li>Fund Management</li> <li>Payout like Commission, reimbursement etc.</li> </ul>
<b>1 Year &amp; 3 Months Experience (27Sep08 to 11Dec09)</b>  	<b>Infomedia18 Limited. Indore (Publishing Division)</b>  <b>Network18</b> (Publishing Division) helps consumers find local & national businesses through its network of print, digital and mobile properties. Its diverse business areas spread across Local Search, Magazine & Business Directories Publishing and Printing Services	<b>Asstt. Accountant</b>	<b><u>Assistance in Handling 03 Branches:</u> ❖</b> 03 Branches accounting <ul style="list-style-type: none"> <li>Local level Statutory Compliances</li> <li>Cash Payments &amp; Cash</li> <li>Banking &amp; Bank Reconciliations</li> <li>Disbursement of Vendor Payments</li> <li>Reconciliation of Vendor Accounts</li> <li>Follow up with Customers for Payments</li> <li>Reconciliation of Customers Account</li> <li>Regular MIS like Cash Flow, Outstanding and Bank Balance etc.</li> <li>Fund Management</li> </ul> <b><u>HR Activities</u></b> <ul style="list-style-type: none"> <li>Payout like incentive, reimbursement etc.</li> <li>Hiring of Employees</li> <li>Separation of Employees</li> <li>New Recruitments</li> <li>Final Settlement of Employees</li> </ul>