

MOHD AFROZ

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Professional Objective

Aspiring a good, glowing and a growth oriented career where my intelligence, skill and talent gets ignited much to the benefit of your esteemed Organization and also to make my career to takeoff to the greatest heights.

SCHOLASTICS

Qualification	University/Board	Year	%of Marks
M.B.A.(Finance)	Mahatma Gandhi University	2016	69%
B.COM(Computers)	Kakatiya University	2014	70%
Intermediate	Board of Intermediate Education,Telangana	2011	76%
10 th Standard	School of Secondary Education,Telangana	2009	73%

PROFESSIONAL EXPERIENCE

Zakir Poultry Farm

Managing Director from Sep-2023 to Till Date.

➤ **Major responsibilities includes:**

- ✓ Strategic Leadership & Business Development
- ✓ Market Analysis And Financial Management
- ✓ Risk Management And Staff Management

Swathi Tax Consultants

Working as Accountant from Feb-2021 to July-2023

➤ **Major responsibilities includes:**

- ✓ Making of journal entries for the day to day transactions and maintaining of proper documentation.
- ✓ Accepting ,tracking of orders and generating of invoices for the same.
- ✓ Processing of payrolls and employee reimbursements etc.,
- ✓ Co-coordinating with the statutory auditors and providing necessary information to ensure timely completion of audits.
- ✓

Spandana Spoorty Financial Limited

Working as Associate insurance Accountant from Feb2019-Jan21

ROLES & RESPONSIBILITIES:

- Working on verification auditing and the insurance claim.
- Sending the documents to insurance company.
- Calculation the amount of claim.
- Distributing the amount of the claims process, nominee and Spandana.
- Clearance FNF from insurance
- Doing the claim statement and calculate the amount and sending to the insurance company.
- When claim statement clear Nominee settlement.
- Handling the total team and responsibility for total state.
- Daily State Level meeting with the AVP's on related to the insurance issues and solutions.

Technical Skills

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- TallyERP9
 - MS Word, Excel and MS Power Point

Key Skills

- Teamwork
- Problem solving and analytical skills
- Adaptability to Change

PERSONAL DOSSIER

- Father's Name : Mohd Khaizer
- Address for Correspondence : H.no - 4-3
Kadavergu, Cherial,
Siddipet -506223
- Languages known : Telugu, Hindi and English

Place : Cherial

Date :

(Mohd Afroz)