

# ASHRAF AKHTER

Sector 16, Rohini, New Delhi

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## CAREER OBJECTIVE

To be a competent professional and a part of team with opportunity to learn and use skills acquired with a view to professional growth and hence contribute to organization's success.

## PROFESSIONAL EXPERIENCE

### FINANCE EXECUTIVE, SOFTNICE

**Nov 2020- Till date**

**USA Payroll:** Responsible for processing Biweekly and Monthly payroll, Maintain payroll information by calculating, collecting and entering data, Accurately calculate Bonuses, increment arrears and reimbursements, Managing deductions, Review of Timesheets, Processed and input payroll data into SAP.

**Accounts Payable:** Invoice Processing, Vendor Payment, Vendor Management, Payment & transactions processing, Payment Verification & Reconciliation,

### INTERNSHIP, SHAREKHAN

**JUNE 2019 – AUGUST 2019**

Got an excellent opportunity to gain sufficient knowledge about stock market especially with regard to a study of derivatives and equity while working in the Sharekhan Limited.

## Projects

**MBA 2018-20**

Presentation on "A study on Online Trading in India with special reference to Sharekhan Limited" Presentation on "Study of trade unions in India"

## EDUCATION

### POST GRADUATION, ALIGARH MUSLIM UNIVERSITY

**AUGUST 2018 – MAY 2020**

MBA (Financial Management)

**8.33 CGPA**

### GRADUATION, ALIGARH MUSLIM UNIVERSITY

**AUGUST 2015- MAY 2018**

Bachelor of Commerce (Hons.)

**7.957 CGPA**

### INTERMEDIATE, ALIGARH MUSLIM UNIVERSITY

**JULY 2013- MARCH 2015**

Commerce

**74.75%**

### HIGH SCHOOL, BSEB Patna

**APRIL 2011- MARCH 2013**

**70.8%**

## **CERTIFICATIONS**

- Portfolio and Risk Management
- Risk, Return and & Valuation
- Investment and risk Management

## **SKILLS**

- Language: Hindi, Urdu and English.
- Microsoft office.
- Active in Social Work.
- Can work effectively in a team or alone.

## **DECLARATION**

I hereby declare that all the information provided here is correct and to the best of my knowledge and belief.

Date: 26.01.2021

Place: New Delhi

(Ashraf Akhter )