



AFAQUE MOMIN

ACCOUNTANT

CONTACT

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- Block 3, Abbasiya, Kuwait.

EDUCATION

- 2018 - 2020
PIMSE UNIVERSITY
 - Master of Business Administration
- 2015 - 2018
PUNE UNIVERSITY
 - Bachelor of Commerce

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Microsoft Office
- Accounts Payable
- Bank Reconciliation

LANGUAGES

- English (Fluent)
- Hindi (Native)
- Marathi (Native)
- Arabic (Intermediate)

PROFILE

Master of Business Administration having four years of experience in accounting and office administration in logistics and trading. Experienced in financial statement preparation, general ledger activity, bank reconciliation, accounts payable and receivable, fixed assets, and tax preparation. Proficient in Tally ERP and Microsoft Office.

WORK EXPERIENCE

- SMSA EXPRESS & Transport COMPANY** 2024 - PRESENT
Accounts Payable
 - Prepare POs for vendors as per requirements.
 - Match invoices with purchase orders and receive documents to verify quantities and prices.
 - Review and process invoices for payment, ensuring accuracy and adherence to company policies.
 - Verifies vendor accounts by reconciling monthly statements and related transactions.
 - Update the collection report and arrange cash flows for payments.
 - Monitor accounts payable ageing reports to identify overdue invoices and take appropriate actions to ensure
 - Timely payment and avoid late fees or penalties.
 - Maintain the general ledger with journal entries.
 - Prepare Bank reconciliation of online statements (daily & monthly).
 - Assist in the compilation of the departmental budget and forecast.
- SMSA EXPRESS & Transport COMPANY** 2023 - 2024
Billing Specialist
 - Generating SFD billing daily based on input received from freight operations.
 - Generating outbound and inbound invoices on a monthly basis.
 - Generating duty and tax invoices regularly and maintaining master data to avoid duplicate billing.
 - Ensure credit application entry in Oracle.
 - Verify the RFR before it is signed by the FM.
 - Record and file all documents with complete support for references and records.
 - Update new and revised contracts in the system for billing purposes.
 - Ensuring all the entries in the financial system are accurately posted in the correct GLs in the correct period.
- KEYHOMES REALTORS PVT LTD** 2021- 2023
Accountant
 - Collect cash from the cashier & reconcile it with the system data.
 - Allocation of cash received from cashiers.
 - Making daily reports for cash collections.
 - Making local vendor payments.
 - Helping colleagues with month-end tasks.