

AFFAN ASAD

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OBJECTIVE

To be associated with an organization of high of repute in the field of Finacial Management and contribute my skills in the growth of the organization while growing together.

PROFILE SUMMARY

An erudite professional in IT Management having experience of 1.5 years in Accounts Payable.

Looking for an enviroment to grow as analyst and enhance my skills to fulfill the organization and personal goals.

KNOWLEDGE PURVIEW

Excel

Cleaning&Preparing data

SAS

Forecasting

SQL

Reporting&Analyzing

SKILLS

- Operating System: Windows XP, Windows 7 and Windows 10
- Excel(VLOOKUP, Analyze the data using Pivot Table, Cleaning & Praparing the data such as remove blankspace, sort the width, duplicates, spelling mistake, use and find replace to trim function) and aggrigate functions.
- SQL (DDL, DML, CRUD, Joins, Combining SQL and Tableau)
- Accessing Data Through Libraries, Importing Excel Data from a Single Worksheet and Importing Data from a CSV File using SAS.

ACADEMIC DETAILS

- B.Tech. (CSE) from Padmanava College of Engineering, Rourkela in 2016 with 63%
- 12th from Rudra Pratap Sarangi College, Chakradharpur in 2012 with 53%
- 10th from St. Urdu Town High School, Chakradharpur in 2010 with 78%

WORK EXPERIENCE

Mar'18 to Aug'19 with Aegis Limited, Bangalore as Assistant Executive Client:

FLIPKART

Role:

- Reconciled processed work by verifying the entries and comparing system reports to balances
- Maintained accounting ledgers by verifying and posting account transactions
- Accessing Data Through Libraries, Importing Excel Data from a Single Worksheet and Importing Data from a CSV File using SAS
- Excel(VLOOKUP, Analyze the data using Pivot Table, Cleaning & Praparing the data such as remove blankspace,sort the width, duplicates,spelling mistake,use and find replace to trim function) and aggrigate functions.
- Familiar with Data Visualization concepts using Tableau, SQL
- Charge expenses to accounts and cost centers by analyzing invoice/expense reports and recording
- Match purchase orders to invoices and enter invoices into computer Verify vendor accounts by reconciling monthly statements

- Provide accurate and effective document preparation and records management relative to the AP function in accordance with records retention policies and procedures
- Protect organization's value by keeping information confidential
- Report sales taxes by calculating requirements on paid invoices
- Update job knowledge by participating in educational opportunities

TOOLS

Avenger for listing	Santa for promotion	Hercules for Payments	Blue Box for buyer invoice	sp9 11 for level print
Bigfoot to run the sql query	MySQL Workbench 8.0 CE	WPS Workbench version 4.2 EA3	Tableau public edition	Seller Universal View

CERTIFICATION

- SQL and MYSQL for Data analytics and Business intelligence from Udemy in 2020
- Excel Basics for Data Analysis in collaboration with IBM from Coursera in 2021.

PERSONAL DETAILS

Date of Birth: 29th November 1993

Languages Known: English and Hindi

DECLARATION

I hereby declare that the information given above is true to the best of my knowledge and belief.

AFFAN ASAD