

SAFEER KM (FINANCE PROFESSIONAL)

NUAIMEYA
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CAREER SUMMARY

Focused Accountant with **4 year** of experience, Proven track record of excellence.

Core skills include:

- Experience in computerized accounting (e.g., ERP systems SAP, ORACLE , TALLY , SAGE).
- Cash and record maintenance
- Analyze business plans and reconcile accounts
- Oversee income and expense
- Sound knowledge in Microsoft office & Microsoft outlook
- Standards of accounting
- Time management
- Continual learning

Work Experience

Organization: **STAR BOTTLES PVT LTD, KERALA, INDIA**
Position held: **ASSISTANT ACCOUNTANT**
Duration: **03/05/2020 – 01/11/2021**



Job Profile:

- Maintaining the billing system
- Generating invoices and account statements
- Performing account reconciliations
- Maintaining accounts receivable files and records
- Producing monthly financial and management reports
- Investigating and resolving any irregularities or enquiries
- Assisting in general financial management and analysis
- Preparation and maintenance of Payroll.
- Banking transactions and operations.

Organization: **LULU GROUP INTERNATIONAL , KERALA, INDIA**
Position held: **CASHIER/ASSISTANT ACCOUNTANT**
Duration: **13/06/2018 _29/02/2020**



Job Profile:

- Daily posting of Purchase and sales transactions.
- Reconciliation of cash book as per bank.
- Keeping stock ledger manually.
- Preparation and maintenance of Payroll.
- Banking transactions and operations.
- Processing booking and printing of Debit notes.
- Processing invoice for import accounting.
- Processing invoice transactions for all types of purchases and expenses.

Organization: **AL AQMAR MODERN COMPANY LLC, SALALAH, OMAN**
Position held: Junior Accountant
Duration: from 10/02/2018- 01/05/2018



Job Profile:

- Daily posting of Purchase and sales transactions.
- Reconciliation of cash book as per bank.
- Keeping stock ledger manually.
- Preparation and maintenance of Payroll.
- Banking transactions and operations.
- Processing booking and printing of Debit notes.
- Processing invoice for import accounting.
- Processing invoice transactions for all types of purchases and expenses.

Educational Qualification

QUALIFICATION	BOARD OF EXAMINATION
<i>B.com Taxation</i>	<i>Kerala University</i>
<i>SSLC</i>	<i>Public Board of Examination Kerala</i>
<i>PLUSTWO</i>	<i>Higher secondary Education Kerala</i>

Personal Details

DATE OF BIRTH	06/12/1996
MARITAL STATUS	<i>Married</i>
GENDER	<i>Male</i>
LANGUAGES KNOWN	<i>English, Malayalam</i>
PASSPORT NO	P 9127923
DATE OF ISSUE	07/04/2017
DATE OF EXPIRY	06/04/2026

I hereby declare that above mentioned are true and correct to the best of my knowledge and belief.

SAFEER KM