



**SAFEELA P**

Al-Quasis

DUBAI-UAE

0563949914

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## CAREER OBJECTIVES

To work in a premier organization which gives me ample opportunity to apply my skills, to grow and contribute in the most effective manner by being an effective team player.

## EDUCATIONAL PROFILE

### Academic Qualifications

- |                               |  |
|-------------------------------|--|
| • MBA Finance                 | : University of Madurai Kamraj                 |
| • B. Com Computer Application | : University of Mahatma Gandhi                 |
| • Plus Two                    | : Kerala Board of Higher Secondary Examination |
| • SSLC                        | : Government of Kerala                         |

## COMPUTER KNOWLEDGE

### Applications

- |                 |             |
|-----------------|-------------|
| ❖ MS Word       | ❖ Quickbook |
| ❖ MS Excel      | ❖ Peachtree |
| ❖ MS PowerPoint | ❖ Internet. |
| ❖ Tally ERP09   |             |

## TECHNICAL QUALIFICATION

- Advanced Diploma in Computerized Financial Accounting (DCFA) - Sep 2014
- Certified Professional Accountant (CPA) - March 2011
- Microsoft Certified System Engineer (MCSE) - Oct 2009

## AREAS OF EXPERTISE

- |                       |                 |
|-----------------------|-----------------|
| ❖ Tax Audit           | ❖ Mail Drafting |
| ❖ E-Filing of Returns | ❖ E-Payment     |
| ❖ Writing Reports     | ❖ Company Audit |

## PERSONAL PROFILE

- Young, Energetic & self motivated
- Strong mind to work hard.
- Power to Decision making.
- Effective communication, Organizing & Presentation Skills
- Independently capable of maintaining & controlling all duties.
- Cool & mature attitude.
- Preparation of bank reconciliation statement.
- Preparation of Trading, Profit & Loss Account and Balance sheet (Trading Concern)  
After making necessary adjustment in the books.

## PROFESSIONAL EXPERIENCE

- ❖ Worked as an Auditing Assistant for one year with M/S. Denny and Krishnan, Chartered Accountants, Kunnankulam, Thrissur District, Kerala Ph: 04885-222455
- ❖ Worked as an Accounts Executive for one year in PG ACADEMY, EDUCATIONAL INSTITUTION Edappal, malappuram(dis), Kerala mob: 9526112211
- ❖ Worked as an Accounts Assistant for Eight months in supreme fresh Supermarket, AL-Quasis, Dubai, UAE.

## PERSONAL DETAILS

Date of Birth	:	31 <sup>st</sup> May 1989
Sex	:	Female
Marital Status	:	Married
Religion	:	Muslim
Nationality	:	Indian
Blood Group	:	O+Ve
Languages Known	:	English & Malayalam

## DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

**SAFEELA**