



# SAFWAN. K

## ACCOUNTANT

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Deira , Dubai UAE

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### ABOUT ME

TO SEEK, DEDICATE AND ACHIEVE TOWARDS THE GOALS OF THE ORGANIZATION IN A RESPONSIBLE MANNER. A PROVEN LEADER WITH EXTENSIVE EXPERIENCE IN ACCOUNTS, VENDOR NEGOTIATIONS AND MANAGEMENT AT THE EXECUTIVE LEVEL

### PERSONEL INFORMATION

Date of birth : 05/06/1997  
Nationality : Indian  
Sex : Male  
Married Status : Single  
Passport : N8487838  
Visa Status : Visit Visa  
Validity : 15/04/2022

### TECHNICAL SKILLS

- Tally
- Microsoft Office
- Quick Books
- Peachtree
- PowerPoint
- Knowledge of regulatory standards

### LANGUAGE

- English
- Hindi
- Malayalam
- Tamil

### HOBBIES

- Reading
- Writing
- Playing
- Football
- Batminton
- Snooker

### WORK EXPERIENCES

#### ACCOUNTANT

P C K BOARDS - November 2020

- present all monthly and year end financial reports.
- prepare for and coordinate internal and external audit processes.
- prepare tax schedules.
- preparation of cash deposit / cheque deposit and deposit to the bank
- preparation of cash flow and submit to the management on daily basis

#### Tally internship trainee in data processing division

Spectrum Computers Education

- data entry for accounts in the customized software
- handling petty cash and preparation of the petty cash voucher
- carried out month end close responsibilities prepared
- prepared balance sheet reconciliations

### EDUCATION

Bachelor of Commerce  
Leader's institute. Kannur

HSE EXAMINATION  
National institute open school

SSLC  
Kerala State Board

### CERTIFICATIONS

#### SPECTRUM COMPUTER EDUCATION

- Computerized Accounting (Tally, Peachtree, QuickBooks)
- Advance Excel, Power point, E-filling of statutory return's