

Safir Yoosaf-k

Permanent Address:—

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OBJECTIVE

To pursue a challenging and growth oriented career in an organization that offers opportunities to learn & grow by delivering the results.

PERSONALITY TRAITS

- Strong analytical and problem solving skills.
- Multi-tasking ability
- Capable of team work
- Trustworthy
- Committed

COMPUTER PROFICIENCY

- ACCOUNTS SOFTWARE : FACTS ERP ,TALLY ERP 9,PEACHTREE ACCOUNTING
- QUICK BOOKS
- FI-CO CONSULTANT : SAP ERP ECC6.0 VERSION
- OFFICE AUTOMATION : DIPLOMA IN COMPUTER APPLICATION (MA-OFFICE)
- DESIGN PACKAGE : DIPLOMA IN GRAPHIC DESIGN

ACADEMIC KNOWLEDG

- **B.Com [Calicut University,kerala,India]**
- Higher Secondary [Board of Kerala]
- Secondary School leaving Certificate : Kerala state Education Bo

WORK EXPERIENCE

Company : **HUSSAIN GENERAL TRADING EST, DUBAI UAE**
Duration : PRESENTLY WORKING (From 08-07-2017 onwards)
Designation : GENERAL ACCOUNTANT
Company : **MS ACCOUNTS, P.V Palouse, Cochin, Kerala, India-Phone: 0091 4842384**
Designation : ACCOUNTANT
Duration : Jan-2015 to March-2017

KEY DELIVERABLES

ACCOUNTING

- Currently handling all the accounting works as well as despatch department.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
- Prepare Profit loss statement every financial year.
- Cheque Management.
- Finalized Report for VAT (sales, purchase and expense).
- Handling employee annual leave settlement & provisions other related works.
- Bank Reconciliations for different banks on daily basis.
- Preparation of all financial reports, including Profit and Loss Statement .
- Sales report fortnightly in order to evaluate the performance of sales people (performance appraisal etc.).
- Handling Accounts payable and accounts receivable.
- Prepare monthly closing reports of outstanding of debtors and creditors.
- Sales, Purchase, Payment, Receipt entries and filing the documents.
- Control all Incoming and Outgoing Drawings / Documents etc.
- Issuing LPO for the materials.
- Handling petty cash for the sundry expenses.
- Maintaining asset list of the firm.
- Other duties as assigned along with the administrative work.
- Handling all intercompany accounts.
- Generating online bill for utility and make payments.
- Prepare head office and intercompany petty cash report and booking expense.
- LC & TT Posting & updating.

LANGUAGES KNOWN

- ☒ English
- ☒ Hindi
- ☒ Tamil
- ☒ Malayalam

PERSONAL INFORMATION

Name	:	Safir Yoosaf-k
Father's name	:	Yoosaf hydrose
Date & Place of birth	:	15 th may 1992
Gender	:	Male
Religion	:	Islam
Marital status	:	Married
Nationality	:	Indian

PASSPORT DETAILS

Passport number	:	M I492837
Date of issue	:	3rd Sep 2014
Place of Issue	:	Malappuram, kerala
Date of expiry	:	2nd Sep 2024
Visa Status	:	Employment (Transferrable)
Date of expiry	:	28 July 2021

Reference information available upon request