



SAFNADH KHAN P

Palengara House, Ripon thalackal, Ripon post, Meppadi, Wayanad, Kerala, India
7510206753 | safnadhkhan75@gmail.com

CAREER OBJECTIVE

Seeking a position of an Accountant or my qualification related position which is challenging and offers key participation in a well reputed company where my talents will be optimally utilized.

PERSONAL PROFILE

Date of Birth : 21/04/1996
Marital Status : Single
Nationality : Indian
Known Languages : English, Hindi, Malayalam, Arabic, Tamil
Passport : Yes

EDUCATION

Indira Gandhi National Open University. (IGNOU)
Master of Commerce (Mcom)
(Pursuing)
Rutronix (government of kerala)
Professional Diploma In Computerised Financial Accounting (PDCFA)
78.33%
2019
University of Calicut
Bachelor of Commerce (Bcom)
63%
2016

EXPERIENCE

Manahi al shareef trading company llc.

November 2021 - Currently working

Management Accountant

Worked as management accountant and works with senior team members to identify and manage risks and maintain smooth running of organisations. Reconciling sub-ledger to general ledger account balances. Preparing financial statements. Assessing internal controls, including risk assessments and reviews of risk areas. Performing monthly balance sheet, income statement and changes in financial position/budget variance

Manahi al shareef trading company llc.

February 2020 - October 2021

Branch Accountant.

Worked a branch accountant responsible for oversee the financial informations, sales, inventory reports. Works with team members to identify and manage risks and maintain fruitful relationship with clients and address their needs effectively. Provide financial, administrative and clerical support of a organisation. In charge of making payments owed by the organisation to suppliers and other creditors, paying vendor invoices or bills, and recording the company's short-term debts.

Makkah Hypermarket.

October 2019 - February 2020

.Assistant Accountant

Supporting management for completing clerical works, preparing reports like sales, purchase inventory and tax reports. Analysis and identifying the right technologies to use for recording sales figures, analysing data and forward planning.

Retail Shop

June 2016 - January 2019

Cashier and Data Entry Assistant

Entering purchase invoices and account data from source documents within time limits Compiling, verifying accuracy and sorting information to prepare source data for computer entry. as a cashier receiving payments from customers and keeping track of all cash, credit and bank transactions.

TECHNICAL SKILLS

- (1) Solid understanding of basic accounting standards, bookkeeping and accounting principles.
 - (2) Hand on experience with using multiple financial/accounting, compliance, database reporting and enterprise resources planning softwares like Tally ERP, Odoo ERP, SAP, Quickbooks, Peachtree.
 - (3) Provide financial, administrative and clerical support of an organisation. In charge of making payments owed by the organisation to suppliers and other creditors, paying vendor invoices or bills, and recording the company's short-term debts.
 - (4) Experience in preparing and filing VAT returns(especiallyin GCC VAT). This includes compiling supporting financial statements and documents
 - (5) Assist the senior auditors in the examination and analysis of records through executing audit program steps for assigned audit programmes.
 - (6) Data Entry skills and proficiency in Ms office
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PERSONAL STRENGTHS

1. Quick learner, Adaptive to changing environment.
 2. Eager to learn and positive attitude.
 3. Dedication and as drive towards hardworking individual.
 4. Ease with technology.
 5. Ability to identify potential needs.
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PROJECTS**Research In Poddar Tea Plantation Ltd.***1 Month*

Study about service conditions of tea plantations labour's.

Assignment on International Bussiness Operations.*1 year*

Research on international business operations, financial management and accounting for managerial decisions.

ACHIEVEMENTS & AWARDS

1. Participated in UNICEF workshop on "women and child centric planning for climate change adaption and risk reduction"
 2. National Service Scheme (NSS)
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REFERENCE**Bibin scaria - "Manahi al shareef trading company llc."**

Finance Manager
bibinkaithara@hotmail.com
0595394631

Sreelal S - "Makkah Hypermarket."

Assistant Manager
0569857813

DECLARATION

I hereby declare all the above furnished details are true and fair to the best of my knowledge.

Date : 31-07-2022

Place : Wayanad, Kerala



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