



MUHAMMED SAFAK

To make positive contributions as a part of your dynamic & well regulated organisation in a position where my acquired skills, training and communication skills can be used in full capacity to fulfill the objectives of the organisation while achieving personal and professional growth.

✉ mohdsafak2@gmail.com

📍 DUBAI, United Arab Emirates

🌐 [linkedin.com/in/MuhammedSafak](https://www.linkedin.com/in/MuhammedSafak)

📞 +971545327090

📅 15 October, 1995

ACADEMIC QUALIFICATIONS

Bachelor of Business Administration (Finance)

University of Calicut

2015 - 2018

Malapuram, India

Higher Secondary (Science)

Central Board of Secondary Education

2013 - 2015

Riyadh, Saudi Arabia

Secondary School

Central Board of Secondary Education

2012 - 2013

Riyadh, Saudi Arabia

EXPERIENCE

Assistant Accountant

KrayKart

2020

Dubai, United Arab Emirates

Part-Time

Duties & Responsibilities

- Preparing financial documents such as invoices, bills, accounts payable & receivables.
- Completing purchase order.
- Managing day-to-day transactions.
- Entering Financial information into appropriate softwares.
- Recording office expenditure.

Logistics Supervisor

Amazon Delivery Hub

2018 - 2019

Guruvayoor, Kerala

Under Goline Logistics

Duties & Responsibilities

- Supervising supply & logistics management.
- High knowledge of transportation & distribution principles.
- Managing hiring process of qualified candidates.
- Producing bills of loading & updated shipment status information.

PROFESSIONAL QUALIFICATIONS

*Certified professional in foreign & Indian accounting from IPA, India.

*Specialized in Tally ERP 9.0, Tally Prime, Sage50 (Peachtree) and Quick Books accounting softwares.

*Knowledge in SAP-Business One.

SKILLS

Accuracy

Accounting

Analysis

Excel

Taxation

Vendor Management

Tactical

GAAP

IT Knowledge

Taxation

Visionary

Reconciliation

Inventory Restocking

Invoicing

Administrative Support

Tactical

ERP & Supply Chain Management

CERTIFICATES

* Tally ACE

* Post Graduate Diploma in Indian & Foreign Accounting - IPA

PERSONAL INFORMATION

Nationality - Indian

Passport Details - L6604320

Visa Details - Visiting Visa

LANGUAGE COMPETENCY

English



Hindi



Tamil



Malayalam



DECLARATION

The above information provided is correct to the best of my knowledge and belief. I shall work to the best of my abilities and your expectations.