



SALWA ZAHIR

To work in a challenging and creative environment and effectively contribute to the goal of the organization, that offers professional growth by enhancing my technical skills and competencies.

EXPERIENCE

ASSISTANT MANAGER 2018 – 2019 BROCCOLI TAKEAWAY, KERALA

- Completing tasks assigned by the general manager accurately and efficiently.
- Ensuring a consistent standard and quality of food and customer service and motivating employees and ensuring a focus on the mission.
- Managing expo stalls, diaries and organizing meetings and appointments, often controlling access to the manager.
- Organizing events and reminding the manager of important tasks and deadlines.
- Exploring flavours and tastes according to customer preferences and created a competitive market.

INTERNAL AUDITOR CUM ACCOUNTANT 2019 – 2022 MACAWZ WEDDING STUDIO, KERALA (ENTREPRENEUR)

- Evaluate financial documents for accuracy and compliance with rules and regulations.
- Determine ways to cut costs and improve profitability.
- Present findings to upper management in the form of reports and presentations.
- Manage balance sheets and profit/loss statements and make Reports on the company's financial health and liquidity.
- Handle monthly, quarterly and annual closings and Reconcile accounts payable and receivable.
- Book keeping, journalizing and vouching bills of designing suppliers, customers etc and well versed with Nepton software.

EDUCATION

Cost and Management Accounting (CMA) - Inter (2020)

Chartered Accountancy (C.A) - Integrated professional competency course (2019)

Farook college, Kozhikode, Kerala/ BBA (2018)

Percentage Acquired - 80%

Chartered Accountant-Common Proficiency Test (2017)

Self-study 111/200

St. Gemmas Girls H S S Malappuram/ 12TH (2013 - 2015) KERALA

BOARD SCORE - 92.6%

Ace public school Manjeri/ 10TH (2012 - 2013)

CBSE GRADE POINT - 9.8



Opposite Gulf model
school, Al-Qusais
Dubai



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SKILLS

Excellent communication skills	Accounting & Auditing
Determined & Organized	Computer skills
Entrepreneurship skills	Creative and innovative
Problem solving skills	Leadership skills
Productive	Teamwork
Hardworking	Management skills

PERSONAL DETAILS

Sex	: Female
Dob	: 21 June 1996
Marital status	: Single
Father's name	: Zahir Hussain
Mother's name	: Shabna Zahir
Nationality	: Indian
Languages known	: English. Malayalam, Hindi, Arabic

REFERENCES

Zahir Hussain Moosa	Hazeem
Broccoli Takeaway	Macawz wedding studio
Malappuram, Kerala.	Kottakal, Kerala.
(+91)8606 526 35	(+91)9961 77 88 28

DECLARATION

I do here by declare that all information and details given are true to the best of my knowledge.

PLACE: Al Qusais
DATE: 25/02/2022

SALWA ZAHIR

