

# SAFEER JUMAS

Abu Dhabi

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## WORK EXPERIENCE

- **Document Controller/ Admin Officer, Ghantoot Group**, Dubai, United Arab Emirates(Feb 2014 to Nov 2017)

## EDUCATIONAL BACKGROUND

- **Institute**, Bagh, **B.com**, 0, Accounting

## SKILLS

- **peachtree**
- **-- in accounts and finance 2012 + administration department journal**
- **ledger**
- **accounts receivable accounts payable**
- **payroll solution**
- **time and billing. job costing**
- **cost of goods produce and sale inventory software in payroll & hr/ foxero: software in documentation wrench & aconex software**

## PERSONAL BACKGROUND

- **Birthday:** - 1992-04-02