

CURRICULUM VITAE

MOHAMMED SAFVAN.NK

NOTTATH KARIMBIL (H)

POOKOTTUR (P.O)

MALAPPURAM – 676517

KERALA, INDIA

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CAREER OBJECTIVE

Seeking a suitable position in Accounts & Finance with a reputed Organization, where my education and experience can contribute to the enrichment of myself and growth of the organization

EDUCATIONAL QUALIFICATIONS

- **B.Com.** (University)
- **Plus Two** (Board of Kerala)
- **SSLC** (Board of Kerala)

IT SKILLS

- Thorough working knowledge in computerized environment
- Systems involving Microsoft Office Packages
- Accounting packages – Tally ERP 9, Tally Prime , Quick Book

WORK EXPERIENCES

Organization	:	M/s. ACCOUNTS (Accounts contractors provide high quality and specialized accounting services to various industries.)
Location	:	Cochin – Kerala – India.
Currently position	:	M/S SABHAN GROUPE
Position	:	Senior Accountant
Period	:	From 2016 December onwards , curretlly im working Senior Post in Accounting Postion.

JOB PROFILE

- Compile and analyze financial informations and documents to prepare books of accounts and its finalization including tax returns (VAT) and Inventory
- Maintenance of Day Book and ledgers
- Maintain Cash and accurately record cash transactions.
- Prepare Income Statement and Balance Sheet
- Preparation of cash flow and fund flow statements
- Preparation of projected and provisional Balance sheets
- Payroll preparation and Accounting
- Preparation of Purchase and Sales registers. Monitoring Payables and Receivables; produce monthly statement of accounts.
- Reconciliation of banks, creditors, debtors and intercompany accounts

PERSONAL INFORMATION

Father's Name : Asraf.Nk
Date of Birth : 26/04/1997
Gender :Male
Nationality : Indian
Marital Status : Bachelor
Religion :Islam, Mappila
Languages Known : English, Malayalam
Passport No. : M3081973
Date of Issue : 28/10/2014
Date of Expiry : 27/10/2024
Passport Issue Place : MALAPPURAM

DECLARATION

The above information provided is correct to the best of my knowledge and belief. I shall be grateful if you provide me the chance to work with you. I shall work to best of my abilities and your expectations

Date:

MOHAMMED SAFVAN. NK