



SAFVAN K P

MUSSAFAH, ABUDHABI

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Career objective

To work in a challenging environment demanding all my skills and efforts to explore and adapt myself in different fields and realize my potential and contribute to the development of organization with impressive performance.

EXPERIENCE

- **MAY 2018 – AUGUST 2021**
- **SENIOR ACCOUNTANT, CITY FLOWER SUPER MARKET.**
- **LOCATION: PULAMONTHOLE, KERALA**

Responsibilities:

- Entering sales absence of billing staff.
- Recording purchases invoices and fixing selling rate of goods
- Preparation and analysing of monthly debtors and creditors report
- Recording debit and credit note.
- Preparation of tax work according to tax consultant.
- Creating monthly report and analysing in manually.
- Checking errors in ledger accounts and correcting ledger accounts.
- Recording and analysing of receipt and payment.
- Checking fraudulent activities of supplier's staffs.
- Correcting errors of recorded data.
- Creating daily report in manually through Microsoft excel and analyse the variance of stock / debtors/ creditors/ bank pending check/cleared check and issued check.
- Recording daily detailed summary in Microsoft excel for future evidence.
- Classifying and summarizing of recorded data.
- Recording partner's credit and their share of profit.
- Calculation of employee's salary and incentives.
- Monthly preparation of vegetable sales and expense and wastage
- Checking and analysing trading account /profit and loss account and balance sheet.

- JULY 2017 – FEB 2018
- **ACCOUNTS OFFICER**, IMAGE MOBILES AND COMPUTERS,
- LOCATION: PALAKKAD, KERALA

Responsibilities:

- Managing day to day transactions.
- Receive and deposit cash.
- Communicate with branch manager with regards to sales analysis/ stock positions as well as pricing maintenance.
- Issue monthly statement Accounts/ invoices.
- Preparing daily reports for sales, collections, weekly stock reconciliations, aging of receivables and Monthly sales analysis to head office.
- Preparation of Brand wise sales report and collecting IMEI.
- Stock checking Daily of costly products.
- Maintaining the purchase and sales register, book of accounts.

SOFTWARE SKILLS:

- **Application packages** : MS-office (word, excel, PowerPoint) and PDCFA
- **Operating Systems** : Windows XP, Windows 7, 8, 10
- **Accounting Software** : Tally ERP 9, Shersoft and Acro bise

EDUCATION

2014-2017

B COM, UNIVERSITY OF CALICUT

safa arts and Science College

2012-2014

HSSC (COMMERCE), GHSS KUNNAKAVU

Board: Higher secondary examination of Kerala

2009-2012

HSC, GHSS PULAMONTHOLE

PROFESSIONAL CERTIFICATES:

- Professional diploma in computerized financial accounting.
- Certificate of tally.
- Professional accounting and taxation

LANGUAGE KNOWN

English
Malayalam
Tamil

HOBBIES

Reading
Cricket
Travelling

PERSONAL DETAILS

Name : Safvan K P
DOB : 3-5-1995
Fathers Name : Saidalavi K P
Mother's Name : Safiya K P
Marital Status : Single
Religion : Islam (Muslim)
Nationality : Indian
Passport no. : U5152836
Place of issue : Kozhikode
Expiry date : 12/02/2030

Declaration

I hereby declare that all the information given is correct to the best of my knowledge if any chance will give me in your reputed concern, I assure to satisfy my dedication, hard work and creativity, therefore please request to pay kind attention on application.

Safvan K P