



SAFNA V S

Accountant



Sharjah, UAE



0583045306, 0529869732



safnathoufee143@gmail.com



ACADEMIC CREDENTIALS

MBA | 2015

(MG University, Kerala, India)

BBA | 2013

(MG University, Kerala, India)

Higher secondary | 2010

(Board of higher secondary
examination, Kerala, India)

SSLC | 2008

(Board of public examination
Kerala, India)



CAREER ABRIDGEMENT

Detail oriented accountant with 6 years effectively maintaining accurate accounting information for large-scale financial organizations. History working as part of financial team to manage diverse financial functions, tax management and reporting. Works closely with executive management on complex managers. To seek and maintain full time positions that offers professional challenges utilizing interpersonal skills. Excellent time management and problem solving skills.



KEY SKILLS

team work

interpersonal
skill

decision making

detail oriented

hardworking

leadership

problem solving
skill

time management



EMPLOYMENT CHRONICLE

ACCOUNTANT | 2016-2019

EMIR AGRO INDUSTRIES PVT LTD, KERALA, INDIA

Responsibilities:-

- Prepare asset, liability, and capital account entries by compiling and Analyzing account information
- Document financial transactions by entering account information
- Recommend financial actions by analyzing accounting options
- Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports
- Substantiate financial transactions by auditing documents
- Maintain accounting controls by preparing and recommending policies and procedures
- Guide accounting clerical staff by coordinating activities and answering questions
- Reconcile financial discrepancies by collecting and analyzing account information
- Verify, allocate, post, and reconcile transactions
- Produce error-free accounting reports and present their results
- Analyze financial information and summarize financial status
- Provide technical support and advice on management
- Participate in financial standards setting and in forecast process
- Provide input into department's goal setting process

COMPUTER PROFICIENCY

- Tally prime
- MS excel
- MS word
- Pay roll
- Basic operations
- Internet & E-mail

LANGUAGES KNOWN

Malayalam	<div><div></div></div>	100%
English	<div><div></div></div>	95%
Hindi	<div><div></div></div>	75%
Tamil	<div><div></div></div>	60%

ACCOUNTANT | 2019-2022

CHICKING, KERALA INDIA

Responsibilities:-

- Document financial transactions of various types by entering account information data
- Analyze accounting options and suggest financial actions
- Summarize financial status by collecting information and preparing balance sheet, profit and loss , account statement, and other reports
- Ensure accounting controls by suggesting procedures and policies
- Guide accounting clerical staff by answering relevant questions and coordinating activities
- Secure sensitive financial information by completing database backups
- Prepare payments by requesting disbursements and verifying documentation
- Answer accounting related questions by interpreting as well as researching accounting regulations and policy
- Study new and existing legislation and comply all legal requirements
- Ensure that legal financial requirements are adhered to and advice management on relevant actions
- Maintain customer confidence.



PERSONAL DETAILS

Date of birth : 23-12-1992

Nationality : Indian

Marital status : Married

Visa status : visit visa

Passport number : P3996285

Date of expiry : 03/08/2026



DECLARATION

I hereby confirm that all the details furnished above are authentic and accurate to the best of my belief. I hereby declare that the information and details provided in this resume are correct and inclusive to the best of my knowledge and belief. The information shared in this resume is correct.

Date :

SAFNA V S

Place : Sharjah, UAE