

SAFEER P M

Accountant



CONTACT

safeerp17@gmail.com

+971 528024556

Dubai, UAE

Skills

Tally ERP 9
Microsoft office
Communications
Customer Service
Keen Observer
Quick learner
Loyal towards work and duties
Can work under stressed condition

Personal Details

Date of Birth : 31.08.1996
Passport No. : N3068345
Nationality : Indian
Gender : Male

Languages

Arabic
English
Hindi

Accountant with 4+ years of experience in public accounting and bookkeeping. Looking for an opportunity in a fast growing company to build out best accounting practices and make accounting a competitive advantage within the organisation.

EXPERIENCE

2020-2022

Accountant

**Olive Public School, Perambra
Kerala, India**

- Responsible in Handling Cash including Collections and disbursement, banking and security, fund raising and school trips
- Assisted in preparing accurate GST Accounting and payment
- Maintained and oversee all bank accounts including school debit card, completing monthly reconciliation and reporting banking errors to senior accountant
- Producing monthly report to the Director, Accountant and school management
- Payroll, computing salary, other benefit and making necessary arrangement for payment

2018-2020

Accountant

**Yousif Showaiter Sweets WLL
Manama, Bahrain**

- Prepare Journal entries, complete general ledger operations, monthly, year end closing draw up financial reports.
- Administer accounts receivable and accounts payable from our banks and treasury Recording daily entries and file keeping
- Coordinate with management and recommend improvement of quality of accounting and provide operational support.

EDUCATION

2022-ongoing

MBA

Jaipur National University

2014-2017

Bachelor of Commerce (B.Com)

**Silver Arts & Science College
University of Calicut, Kerala, India**

2014

**Diploma in business correspondent &
business facilitator NSDC**