

## SAFVAN RASHID



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## CAREER OBJECTIVE

Seeking a position to utilize my skills and abilities in the industry that offers professional growth while being resourceful, innovative, and flexible thereby providing value addition to the organizational goals as well as to the nation

## PROFILE SUMMARY

- Specialized knowledge in Financial Reporting & Internal Auditing.
- **2 year and 6 months of work experience as an Accountant in core Finance sector.**
- Thorough knowledge in **Tally ERP, Quickbooks and MS Excel.**
- Reporting of Various Accounts Statement on daily/monthly/yearly basis.
- Preparation of Income and Expenditure statements for different types of business.
- Preparation of **Bank Reconciliation Statements.**
- Knowledge in trading and Manufacturing Company Accounts.
- Reduces financial risk to the management through internal audit.
- **Management Reporting and Vouching.**
- Can work under pressure & meet deadlines without sacrificing quality as a team or alone.
- **Vat/Gst.**
- Accounting activities up to finalization of accounts.

## ACADEMIC CREDENTIALS

Institute of Management Accountants (IMA)  
 Certified Management Accounting (CMA) USA  
 Course Completed



Certified  
 Management  
 Accountants

Bharathiar University  
 Master of Commerce (M.Com)  
 2016-2018



University of Calicut  
Safa College of Arts & Science  
Bachelor of Commerce (B.Com) Computer Application  
2012-2015



Board of Higher Secondary Education Kerala  
12<sup>th</sup> standard  
Commerce Group (English, Arabic, Business Studies  
Accountancy, Economics, Political Science)  
2012



## EXPERIENCE

### **Junior Accountant**

Mukundan & Associates . Valanchery , Kerala  
November 2016-february 2018

#### **Job Profile**

- Preparing various accounts and financial statements.
- Verification of receipts and payments.
- To keep a check on internal control.
- Reconciliation of Bank Statement.
- Entering vendor invoice, paying bills, creating invoices for the clients.
- Consolidation and interpretation of data. • Monitoring General Ledger and Trackers.

### **Audit Clerk**

Unais & CO Chartered Accountants Valanchery , Kerala  
January 2019-march 2020

- Accounting Activities up to finalization of accounts.
- Experience in handling with Tax Affairs and Return Filling • Assisting in the Audit Finalization

## LINGUISTIC SKILLS

- English
- Malayalam
- Arabic

- Hindi

## TECHNICAL SKILLS

- Tally ERP.9
- Quickbooks • MS Office
- Knowledge in computer fundamentals, Windows XP, Windows 7, 8.1,10.

## PERSONAL DETAILS

Father's Name	: Abdul Kareem
Date of Birth	: 21 February 1994
Gender	: Male
Nationality	: Indian

## DECLARATION

I do hereby declare that all the information provided above is correct and true to the best of my knowledge and belief.

**SAFVAN RASHID**