

# MAHAMMAD SAFWAN

MANGALORE, KARNATAKA, INDIA. 574-199



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A highly motivated and dynamic individual who has over **6+ years** of valuable experience in leading and developing finance/auditing team and skilled to handle the finance department independently and having the ability to handle complex assignments effectively and possessing the confidence to work as part of team or independently. Presently looking for carrier in the field of Accounts.

- Extensive experience in Accounting and Auditing involving accounts-receivables and payables, financial statements, bank reconciliation, Stock reconciliation, Sales Invoices, VAT and GST calculation.
- Supplier management and Customer Relations
- Logical thinking, good grasping power, co-ordination & good team player
- Energetic, self-motivated, and capable of multitasking
- Good interpersonal skills and capable of working under pressure

## **Core Competencies:**

- Achievement motivation
- Emotional stability/Adaptability
- Emotional Intelligence
- Accountability
- Extraversion
- Communication
- Inventory management
- Accounting
- Auditing
- Costing
- Client relationship
- Financial reporting
- Inventory management

## **WORK EXPERIENCE**

**ASIA VIEW AGRO TRADING DMCC, Dubai, ( MAY 2019 TO TILL NOW )**

**Position: Accountant**

**Work Place: Ivory Coast & Togo (West Africa)**

Services: Imports and Exports

### **Major duties and responsibilities:**

- Overall supervision of finance department up to finalization not limited to receivable/payable management, cash flow management and liaison with bank and financial institution etc.
- Develop and maintain monthly accurate financial statements and management reports including project wise profitability in accordance with generally accepted accounting principles(GAAP).
- Liaison with other departments to complete the opened projects and its financial implementations to close monthly financials.
- Timely review and monitoring of job accounting and allocation of cost by operation department to various projects/contracts and making follow up.
- Experience in Preparation of invoice and packing list while exporting goods and Reviewing checklist, Shipping bills, Bill of lading, certificate of origin etc
- Experience in Banking system like submitting documents bank to receive Credit intimation Letter , to release BRC Asking XAR statement and Following all other bank Related work

## ZAMEER AMBER, Chartered Accountant, Mangalore (May 2016 To April 2019)

### Position: Audit Associate

Services: Audit & Assurance, Tax consultancy, Legal compliance and financial advisory and system design and implementation

#### **Major duties and responsibilities:**

- Planning, organizing, executing and leading the various internal, statutory and managerial audits at many renowned organizations; Coordinates work with legal, compliance and other control related activities and
- deliver high quality audit and assurance service, including preparing and reviewing audit plans and works of junior staffs.
- To finalize accounting/audit deliverables with in tight deadlines; Discuss and communicate audit issues with the client's top management.
- To assist clients in preparation of financial statements –BS, P&L, Cash flow statement and audit report etc. to audit partner/director; Facilitates accounting, financial and internal control inquiries.
- Performs audit procedures to verify that controls are operating through testing, interviewing and other assessment techniques.
- BS & Concurrent audits of leading banks; Risk assessment not limited to Documentation & revenue leakage – Assessment of financial viability of customers–Process monitoring–NPA norms compliance etc.
- Gained significant exposure in preparing and executing budget as part of project report and raising external finance.
- Tax audit assignments, Stock audits assignments; valuation of inventories, Valuation of fixed assets as per statutory requirements etc.
- Internal Audit of schools, colleges, hospitals and business organizations.
- Handled learning sessions for client's staff and junior staff in respect of book keeping, company Law, accounting standards and taxation matters.
- GST preparation and filling.

## M/S. CANARA HOTEL AND COMMERCIAL COMPLEX , KANKANADY, MANGALORE (JUNE 2015 TO APRIL 2016)

### Position: Accounts Assistant

#### **Major duties and responsibilities:**

- Responsible for preparation of draft & final financial statements includes Receipts and Payments, Income and Expenditure, Depreciation and fund schedules, Trading and profit & loss a/c and Balance sheets
- VAT returns preparation and filing.
- Book-keeping and maintaining books of accounts
- Making scrutiny on various reconciliation i.e., Bank reconciliation, suppliers reconciliation, invoice reconciliation, Intercompany transactions etc.
- Carrying out the review of invoice chain sequence and ensures all regular invoices have been prepared and delivered to the customer on time.

## QUALIFICATIONS

#### **ACADEMICS:**

- CA Inter Articleship Training - Institute Of Chartered Accountants of India (ICAI), Delhi, India
- B.Com (Bachelor Degree in Commerce) (73%, first class with Distinction), from Mangalore University, Karnataka, India (2015)
- Higher Secondary Education specialized in Commerce with computer application & science (81%) from Department of Pre-University Education, Karnataka, India (2012)
- SSLC (Secondary School Leaving Certificate) (81%) from Karnataka Secondary Education Examination Board, Karnataka, India (2010)

**COMPUTER SKILLS OR PROFICIENCY:**

- Sound knowledge in ERP9 platform.
- Working knowledge of Tally ERP9.
- Working knowledge of MS Office (Good command on Excel, word, outlook & power point project)
- E-mail applications and web search
- GST and VAT Filling
- Working knowledge in CA- Winman
- Income Tax filling

**TRAININGS AND WORKSHOPS ATTENDED:**

- 100 Hours Information Technology training from ICAI for advanced MS office and Tally.ERP9.
- General Management and Communication Skill course from ICAI. (Orientation Programme)
- Political leadership training from Mangalore University.
- National Skill Qualification certificate from National Skill Development Corporation (NSDC)
- Certificate for participated in NSS (National Service Scheme)
- Seminars on Tax Audit, Accounting standards and Companies Act. Conducted by SICASA and SIRC of ICAI Mangalore branch.
- Certificate of Entrepreneurial Leadership and Cyber Law & Cyber Crimes from Rosario College of Management Studies
- “PERSONA” An intercollegiate workshop for personality development training from ST. Agnes (Autonomous), Mangalore,

**SOFT SKILLS:**

- Ability to switch and grasp any new topic quickly.
- Confidence and the will to work to the best of ability.
- Can work under pressure with deadline.
- Effective leadership.
- Control and co-ordination.
- Conflict management

**PERSONAL DETAILS**

- Date of birth : 26<sup>th</sup> December 1992
- Languages known : English, Hindi, Kannada and Malayalam, Tamil French(Basics) Arabic(Read & Write)
- Nationality : Indian
- Driving License : Indian Driving License

**REFERENCES**

Furnished promptly upon request with supporting documents.