**SAFIR**

**SAFIR.143896@2freemail.com**

**OBJECTIVE**

Seeking a suitable position in Accounts & Finance with a reputed organization, where my education and experience can contribute of myself and growth of the organization.

**PROFESSIONAL EXPERIENCES (TOTAL 2 YEAR EXPERIENCE)**

**POSITION:** **ACCOUNTANT**

**1. COMPANY: MS ACCOUNTS, P.V. Palouse, Cochin, Kerala, India-Phone: 0091 4842384 684-(15th APRIL 2014 to 30th April 2015**)

**2**. **COMPANY**: **T C M TRADE LINKS, Malappuram, Kerala, India -phone: 0091 0494 2670235-(05th May 2015 to 20th October 2016)**

**DUTIES AND RESPONSIBILITIES**

* Daily accounting transactions completing and posting in the appropriate accounts.
* Bank accounts checking and update the daily transactions and bounced cheques collection from the banks.
* Follow up with the tenants for the renewal and bounced cheque collection with in a proper time period.
* Maintain cash and accurately record cash transactions.
* Prepare income statement and balance sheet.
* Payroll preparation and accounting.
* Checking time sheets and preparing payroll sheet based on monthly attendance report.
* Preparation of purchase and sales registers. Monitoring payables Receivables: produce monthly statement of accounts.
* Reconciliation of banks, creditor’s debtor and intercompany accounts.

**JOBEFFICIENCIES**

* Examine statements to ensure accuracy.
* Ensure that statements and records comply with laws and regulations.
* Control over all accounting and financial matters.
* Handling and maintaining accounts up to finalization.
* Inspect account books and accounting systems to keep up to date.
* Organize and maintain financial records.
* Improve business efficiency where money is concerned.
* Make best-practices recommendations to management.
* Suggest ways to reduce costs enhance revenues and improve profits.
* Provide auditing services for business and individual.

**SAP FI-CO CONSULTANT (Finance and Controlling)**

* General ledger accounting.
* Accounts payable.
* Accounts receivable.
* Bank and cash management.
* Asset accounting.
* Reports.

**ACCOUNTING & COMPUTING SKILLS**

* **FI-CO CONSULTANT : SAP ERP ECC6.0 VERSION**
* **ACCOUNTING PACKAGES : TALLY ERP 9,PEACHTREE ACCOUNTING,QUICK BOOKS - (Premier**

 **Accountant -Edition 2009)**

* **Office Automation : Diploma in Computer Applications (Ms-office)**
* **Design Package : Diploma in graphic Design**

**EDUCATIONAL QUALIFICATIONS**

* B.Com : Calicut University,kerala,India
* Higher Secondary : Board of Kerala
* Secondary School leaving Certificate : Kerala State Education Board

**LINGUISTIC ABILITY**

 Fluent to write and speak English, Malayalam

**PERSONAL INFORMATION**

Age : 24 (15-05-1992)

Gender : Male

Marital Status : Single

Nationality : India

**INTEREST**

READING

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