Safwan

Safwan.339059@2freemail.com

**ACCOUNTANT**

## PERSONAL SUMMARY

A confident, multi-skilled & capable Accountant with excellent knowledge of accounting procedures.Exceptional analytical & problem solving skills & able to provide financial information to all areas of the business whilst ensuring that all management information is accurate. Having a proven ability to drive out inefficiencies through process improvement as well as assist in the maintenance & development of financial systems and accounting procedures.

Now looking for a new & challenging accountancy position, one which will make best use of my existing skills and experience & also further my development.

## PROFILE

* Having very good skill and experience in both computer and manual accounting.
* Familiar and expert in accounting softwares like **Tally,Busy and Peach Tree**etc.
* Familiar and expert in all office software applications such as **MS Word, MS Excel**, MS- Power point, Outlook Express, MS Front Page & MS Access
* **Accounts:** Journalising, Ledger creation, preparation of Final accounts, stock register& Sales tax return

## PROFESSIONAL EXPERIENCE

* 1 and half year worked as an Accountant in MK Ahmed Super market , Bangalore, Karnataka

(still working)

## ACADEMIC QUALIFICATIONS:

* BBM : Mangalore university, Karnataka, passed out in 2015
* Plus two : Board of Higher Secondary School, Karnataka, passed out in 2012
* S.S.L.C : Board of Secondary School, Karnataka, passed out in 2010

## PERSONAL DETAILS:

**Date of Birth:**  1st August, 1994

**Languages Known:**  English,Hindi, Kannada and Malayalam

**Nationality:** Indian

**Religion**: Islam

**Gender Status**: Male

**Marital status:** Single

## DECLARATION

I hereby declare that the above given information is true and best of my knowledge.Please give an opportunity to prove myself in your esteemed organization.

Thanking you,

Yours truly.

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