**CURRICULUM** **VITAE**

**SAFVAN**

**CONTACT INFORMATION Email:** **safvan.381012@2freemail.com**

**PERSONAL DETAILS**

**Nationality : Indian**

**Gender** **: Male**

**Visa Status: Visiting**

**Date of Birth: 31/01/1991**

**Marital Status: Married**

**Religion: Islam**

**LINGUISTIC PROFICIENCY English: Read, write & Speak Arabic: Read& Write Malayalam: Read, write & Speak.**

**Hindi: Intermediate**

**AREA OF INTEREST**

**** **Accounts**

**** **Administration**

* **Cashier**

**INTEREST/ HOBBIES**

** LinkedIn, Facebook**

* **music, playing**

**Career Objectives:**

“To Succeed in an environmental of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as or organization goal”

**PROFESSIONAL EXPERIENCE**

1. **Family Fruit L.L.C ,Dubai, UAE Assistant Accountant (July-2015-Sep-2017)**

Responsible for:

* Making Sales Order and creating export loading list.
* Preparing and daily checking the claim details of each containers.
* Responsibility of proper accounting of sales, maintenance
* Manage accounts payable & other payables
* Verify foreign and local purchase orders, and book them in the accounting system
* Coordination of supplier invoices and matching to purchase orders
* Maintenance of purchase order register
* Purchase invoice & purchase returns booking
* Maintain schedule of advances to suppliers
1. **TAXATION POINT perinthalmanna malappuram,india**

**Junior Accountant (Aug-2013-June-2015)**

**EDUCATION:**

* **B COM** from Calicut university,( Bachelor of Commerce )
* **Sankaracharya accounts management & banking allied training** (**SAMBAT**),Sree Sankaracharya institute, perinthalmanna

**COMPUTER PROFICIENCY:**

* Facts,Quick books, Peachtree, tally ERP 09,Excel.

**SKILLS**

* Ability to work in a Team Structure.
* Ability to make decision and solve problems.
* Quick learning ability
* Good leadership qualities
* Highly motivated by challenges, possessing an enthusiastic attitude

**DECLARATION**

I hereby declare that the information furnished above is true and correct to the best of my knowledge. Finally, I request the concerned authorities to provide me a chance, so that I can prove the best of myself and serve your esteemed organization for which act of magnanimity. I shall ever be thankful and grateful to you

SAFVAN.