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| safna photo.JPG  SAFNA  [SAFNA.362556@2freemail.com](mailto:SAFNA.362556@2freemail.com) Personal Data Sex : Female  Date of Birth : 07/04/1987  Religion : Muslim  Nationality : Indian  Marital Status : Married  Visa Status : Husband’s  Sponsorship  Driving License: U.A.E and India    Linguistics Known: English, Hindi and Malayalam.  Visa: Husband Visa (Residence) | Profile Synopsis  Accounting professional with an experience of over 5 years, performs a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying and reconciling complex financial transactions, statements, records and reports, maintains the accuracy of the Ledgers and subsidiary financial systems.  Professional Experience  Asharaf & Associates, Chartered Accountant firm, Kerala, India, **AUDIT ASSISTANT CUM COMPLIANCE OFFICER(December 2014-February 2017)**  Consultancy Co. - Quality Reliance Middle East Mgt, U.A.E. **(ISO Consultancy)-Accountant (June 2012- October 2014)**  Construction Company-True Form Gen.Contracting, U.A.E. **ASSISTANT ACCOUNTANT (Mar 2010-Jan 2011).**  Assistant Company Secretary (C.S) Trainee, India.**(Sep 2009- Dec 2010)**  Travels, City Link, India  **ASSISTANT ACCOUNTANT (Sep 2007- August 2008).**  Job Responsibility*.*  **Asharaf & Associates, Chartered Accountant firm** **AUDIT ASSISTANT CUM COMPLIANCE OFFICER**  *Instrumental in handling various accounting, audit, taxation & financial matters for corporate &individual clients while analyzing inflow & outflow of funds to plan internal financial controls.*  *Efficiently conducting audits to express an opinion on the client’s financial statements as per Indian GAAP/ US GAAP, this includes preparation of audit reports with a view to highlight shortcomings and implemented necessary recommendations.* |

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*Assigned the tasks of giving advices on tax to the potential clients of the organization.*

*Spearheading efforts across providing comprehensive business analysis through various audits including statutory audit, internal audit, Transport audit, investigation audit and special audits for banks for formulating their future business strategies.*

*Expertise in handling tax related (direct/indirect) matters like filling & preparation of forms, returns of VAT, timely deduction and submission of returns while ensuring adherence to statutory compliance and regulations.*

*Checking of Purchases of fixed assets & materials.*

*Scrutinized general ledgers reconciliations, general vouchers, and conducted numerous examinations of various firms including P&L.*

* *Responsible for quarterly management accounts/6 month profit statements and forecasts for clients.*

*Preparation of various reports such as management reports for senior managers.*

* *Responsible for financial accounts including budgets* *and cash-flow.*

***DUTIES AS COMPLIANCE OFFICER***

* *Maintaining statutory books i.e. registers of members, directors and secretaries.*
* *Updating and maintaining all licences and Companies House records.*
* *Ensure compliance with Corporate governance manual, e- filing systems etc.*
* *Involved in the creation of new companies and limited partnerships.*
* *Liaising with external regulators, solicitors and auditors. Preparing and filing dormant accounts.*
* *Maintaining all statutory registers and blueprint. Drafting minutes within set timeframes.*
* *Reporting in a timely & accurate manner on company procedures & developments. Ensuring the company complies with standard legal practice and maintains standards of corporate governance.*

**Quality Reliance Middle East Mgt, U.A.E**. **(ISO Consultancy)**

**Accountant** (June 2012- October 2014

* *Explain billing invoices and accounting policies to staff, vendors and clients.*
* *Expertise in reconciliation of receivable & payables with their respective statements.*
* *Prepare profit and loss statements and monthly closing.*
* *Receipting of cash and debtors collections by reference to the cash book and debtors ledger to ensure the receivables are accurately reflected in the financial statements.*
* *Checking of all Daily sales reports of all locations for completeness and accuracy in respect of applicable commission rates, taxes, fares, rebates.*
* *Managed customer accounts, generating weekly on demand cheques.*

*• Prepares asset, liability, and capital account entries by compiling accounts information.*

*• Administered online banking functions.*

* *Maintain accounts receivable/payable files, follow up collections and allocation of payments.*
* *Monitoring customer account detail for non payments, delayed payments and other irregularities.*
* *Preparing month-end closing schedules and bank reconciliations.*

*Synchronized audit activities of various clients within time constrain as well as trained the junior staff.*

* *Preparation and input of month end journal vouchers.*
* *Inputting, matching, batching and coding of invoices.*
* *Creating outgoing Invoices/Inputting of supplier invoices and employee expense claims to the ledgers.*
* *Encoding and posting invoices to the ledger.*
* *To deal with daily transactions for the petty cash and ensure that reconciliations are completed on a weekly basis.*
* *Collecting purchase invoices & the upkeep of an accurate accounts filing system.*
* *Managed the internal and external mail functions in Microsoft outlook*.

***Role as an Accounts Assistant:***

• *Prepare and submit LPO, customer invoices and delivery notes.*

* *Prepare stock reports after Physical stock taking in stores on monthly basis.*
* *Reconciling the suppliers statement ready for payment.*
* *Monitoring stock in and stock out of the company, including the purchases and issuing of stationery items for company use.*
* *Handling customers for receivables and have better communication with them.*
* *Checking suppliers delivery notes for goods inward system.*
* *Matching suppliers delivery notes to invoices.*
* *Using peachtree software for maintaining company accounts in the System and well known in Microsoft Excel.*

*• Agreeing the price charged to our company purchase order and Processing customers orders and queries.*

*Professional Qualification*

* ***2016 ICMA- Cost and Management Accountant Intermediate-(One group Qualified)***
* ***2010 Qualified Company Secretary Final*** *Programme Completed under ICSI. (ACS)*

***(A COMPANY SECRETARY IS AN PROFESSIONAL OFFICIAL WHO COMPLY WITH ALL THE RULES AND REGULATIONS OF COMPANY AS PER COMPANY LAW AND REGULATIONS)***

***SPECIALIZATION: BUSINESS LAW, INDIRECT TAX LAWS, COMPANIES LAW AND PRACTICE.***

*Education*

* *2013 Qualified Master’s in business administration (MBA) –Finance.*
* *2009 Qualified Bachelors in Commerce (B COM)from Calicut University, INDIA*

*Technical Qualification*

* *Well aware of the different Microsoft functions required to handle operations relating to accounts.*
* *Compulsory Computer* *Training Scheme under Institute* *of Company Secretaries of India.*
* *Handled Advanced Accounting Software Application -Peachtree.*
* *O.S Platforms - Windows XP, Windows 7 and Windows 8.*
* *Hands on Experience on Microsoft Excel, Word and Outlook.*

*Key Knowledge and Skills*

* *To co-ordinate all arrangements for meetings of the Board to ensure that they are*

*Properly organized and to implement all necessary policies and procedures.*

* *Maintain book keeping and all account related matters in computer.*
* *Dedication and full commitment to the work entrusted.*
* *Able to communicate efficiently with our suppliers and customers necessary.*