

SAFTHER HASHMI



Profile

Highly analytical, result-driven accountant Skilled at working quickly and accurately under tight deadlines with 10 years of experience.

Adept at all functions of accounting, including balancing sheets, processing payments, managing accounts payable and providing executive administrative support. Dedicated to providing exemplary work and supporting the overall mission of the department and company.

Contact

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Email

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EDUCATION

Bharathiar University School of Distance Education

2013 – 2016

Bachelors Of Commerce

Govt Of Kerala Board of Higher Secondary Examination

March 2010

Science Stream

WORK EXPERIENCE

Al Mahrosa Food Stuff (Al Shahabi Trading Co W L L) Doha, Qatar, (Data Entry Operator cum Accountant (Logistic Department))

2012–2022

- Insert customer and account data by inputting text based and numerical information from source documents within time limits
- Scanned documents and saved in database to keep records of essential organizational information.
- Completed data entry tasks with accuracy and efficiency.
- Produced monthly reports with advanced excel spreadsheet functions.
- Integrated logistics systems into company process to improve operations and manage work orders and price changes.
- Generated, distributed and filed copies of all billing paper works
- Verified accurate account invoicing through collaboration with accounting department.
- Verified transaction, product orders and shipping dates and entered information into database and reports.
- Tracked orders and notified customers of status or potential delays.
- Monitored and reported on transportation costs and properly filed shipping documents

SKILLS

Invoicing	100%
Communication	90%
MS Office	75%
Team Work	100%
Time Management	100%