

# SAFUVAN MANNAMPARAMBIL

## ACCOUNTANT

### PROFESSIONAL SUMMARY

Highly organized professional offering proven skills in data processing and documentation management. Efficient accounting graduate adept at maintaining detailed records of business transactions whilst providing tactical support to supervisory and executive staff through accounting and clerical duties.

### WORK HISTORY

**Administration cum Accountant** 10/2019 - 12/2023  
**TIMBERLAND CLASSIC- Kerala, INDIA**

- Carry out the procedures for money transfer, withdrawal, cash deposit at the bank as required.
- Perform reconciliation, payment and collection of accounting documents.
- Support in the consolidation, preparation and timely submission of Financial reports.
- Ensure maintenance of proper books of accounts;
- Check documents for accuracy and completeness;
- Data entries and processing of documents, scan and update the information into the existing computer systems;
- Provide high quality-related administrative support services as required and assigned.
- Providing quotation as per requirement of client, raising invoice against purchase orders issued by client after ensuring receipt of payment.

### EDUCATION

**Bachelor of Commerce:** Computer Application, 07/2016 - 04/2019  
**UNIVERSITY OF CALICUT - KERALA**




### CERTIFICATES

**Microsoft Office Specialist:** Office Excel ® 2016

**TallyACE:** 2016



### CONTACT

 Dubai, UAE  
 +971 529107072  
 safuvanmp8@gamil.com

### SKILLS

- Advanced financial analysis
- Costing and integration planning
- Financial reporting and analysis
- MS Excel expert
- Account management specialist
- Exceptionally organized
- Highly detail-oriented
- Tally ERP9

### LANGUAGES

**English**  
Advanced  
**Hindi**  
Intermediate

### PERSONAL DETAILS

**Date of Birth / Age:** 02/11/1998  
**Nationality:** Indian  
**Marital Status:** Married