

SAFVAN C P ACCOUNTANT

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📅 04/05/1999 🇮🇳 Indian 🇮🇳 U5168992



PROFILE

To leverage over 3 years of experience in finance and accounting to enhance financial accuracy and operational efficiency. Dedicated to applying strong analytical skills and attention to detail to support strategic decision-making and drive business success.

Seeking an opportunity to contribute to a progressive organization and deliver impactful financial solutions.

EDUCATION

MBA Finance

Mizoram University

present
Online, India

BBA Finance

University Of Calicut

2016 – 2019
Kerala, India

PROFESSIONAL EXPERIENCE

Assistant Accountant

Nesto Hypermarket LLC

2023 – present
fujairah, Uae

- Post and process journal entries to ensure accurate recording of business transactions (SAP).
- Oversaw accounts payable and receivable, ensuring accurate processing of invoices and timely collection of payments.
- Communicated with vendors and clients regarding financial transactions and resolve any issues or discrepancies.
- Ensure accurate financial reconciliation between main company and vendor/supplier accounts.
- Manage inventory operations in conjunction with the Inventory Controller.
- Maintain accurate cash book and petty cash records.
- Manage and update records, invoices, and Document Management System (DMS) uploads on a regular basis.
- Assist senior accountants in the preparation of monthly/yearly closing.

ACCOUNTS EXECUTIVE

Reliance Retails LTD

2021 – 2023
Wayanad, India

- Managing petty cash and making voucher entries.
- Complete GRN and GRV transactions on schedule (SAP).
- Supervise and coordinate daily POS transactions and cashier activities.
- Prepare and submit weekly/monthly reports, contributing to timely decision-making processes.
- Manage and conduct regular physical inventory (PI) checks to ensure stock accuracy.
- Updating bank transaction in software.
- Review expenses, payroll records, and other financial documents as assigned.

AREA OF EXPERTISE

- Cost Control & Financial Reporting
- Accounts Payable & Receivable
- Reconciliation
- Bookkeeping
- Inventory Management
- Cash & Fund Flow
- Budget & Forecast
- VAT Filing
- Audit Process

TECHNICAL SKILLS

- | | |
|----------------|-------------------|
| • SAP S/4 HANA | • Ms Office Suite |
| • Outlook | • Tally |
| • Quick Book | |

SOFT SKILLS

- | | |
|-----------------------|-------------------------|
| • Communication | • Leadership & Teamwork |
| • Adaptability | • Problem-Solving |
| • Attention to Detail | • Time Management |
| • Critical Thinking | |

LANGUAGES

English	<div><div></div><div></div><div></div><div></div><div></div></div>	Malayalam	<div><div></div><div></div><div></div><div></div><div></div></div>
Hindi	<div><div></div><div></div><div></div><div></div><div></div></div>	Tamil	<div><div></div><div></div><div></div><div></div><div></div></div>
Arabic	<div><div></div><div></div><div></div><div></div><div></div></div>		

INTERESTS

Travelling | Movies | Music | Reading | Games | Listening | Accounting