



SAFAR SAJJAD

ACCOUNTANT

Detail-oriented and results-driven Senior Officer. Strong expertise in driving operational efficiency and maximizing organizational performance. I am highly detail-oriented, with excellent problem-solving and communication skill. Also have a strong foundation in financial Principles and mathematics. Seeking a challenging role where I can leverage my extensive experience to contribute to the growth and success of a dynamic organization.



Info

Date of birth: 15/03/2000 **Nationality:** INDIAN

Address: Al Fakirah St W9, Al Khalidiya, Abu Dhabi, U.A.E

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Work Experience

Senior Officer ICICI Bank Ltd

11/2022 – 12/2023 TRIVANDRUM, INDIA

Worked as a Senior Officer at ICICI Bank Ltd where I utilized my skills in finance to provide excellent service to clients. Managed financial transactions maintained accurate records and ensured compliance with banking regulations. Collaborated with team members to achieve departmental goals and deliver exceptional customer service.

- Executed financial transaction with accuracy and efficiency, ensuring customer satisfaction
- Petty cash management
- Maintained detailed records of financial transactions.
- Performed account reconciliation and data entry.
- Collaborated with cross-functional teams to investigate and resolve complex issue, to achieve departmental targets and provide seamless customer service.
- Maintained good relationship with clients and guide them the best product and services by analysing and understanding thier needs.

Junior Accountant Rosmerta Safety Systems Pvt Ltd

08/2021 – 10/2022 TRIVANDRUM, INDIA

Worked as Junior Accountant at Rosmerta Safety Systems Pvt Ltd. Where I supported the finance department in managing financial transactions and maintaining accurate records. Assisted in account reconciliations, data entry and financial reporting. Collaborated with team members to ensure efficient operations and provide excellent service to clients.

- Assisting with research, filing, data entry and recording transactions.
- Maintaining account recievables and account payables.
- Maintaining accurate and complete financial records.
- Assisted in managing financial transactions and account reconciliation.
- Assisted in preparing year end financial statement.
- Collaborated with team members to ensure efficient operations and provide excellent service to clients.



Skills

Tally Prime

Finnacle ERP

Microsoft excel

Microsoft word

Outlook



Strengths

Leadership

Strategic Planning

Team Management

Financial Analysis

Communication

Problem solving

Critical thinking

Strong work ethic

Collaborating effectively

Resolving customer complaints

Analytical skills

Time management

Fast learning



Education

Finance | Bachelor of Commerce University of Kerala

07/2018 – 03/2021 KERALA, INDIA

Commerce | Computer application G Karthikeyan Memorial Higher Secondary School

06/2016 – 03/2018 TRIVANDRUM, INDIA



Awards

Champions Inter Collegiate Rugby Men's Championship

01/2021

Volunteer National Service Scheme

03/2020

- Environment Development Programs
- Relief and Rehabilitation during Natural Calamities
- Social Service initiatives
- Blood Donation Campaigns

Inter University Rugby Player All India Inter University Rugby Men's Championship

01/2020



Languages

100
%

English

100
%

Hindi

100
%

Tamil



Declaration

I Solemnly declare that all the above information is correct to the best of my knowledge and belief.