



## SAFUVAN M P

### CONTACT

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- 📍 Dubai, United Arab Emirates

### ACADEMIC CREDENTIALS

- **TALLY ACE** | 2019 – 2020  
IBS institute Valanchery
- **B.COM COMPUTER APPLICATION**  
| 2016 - 2019  
KMCT Arts & Science collage  
Kerala, India

### KEY SKILLS

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

### COMPUTER PROFICIENCY

MS excel	★★★★★
Basic	★★★★★
Operations	★★★★★

### PROFILE 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.

### EMPLOYMENT CHRONICLE

**ADMINISTRATION CUM ACCOUNTAND** | Oct 2019 – Dec 2023

**TIMBERLAND CLASSIC, KERALA, INDIA**

#### KEY RESPONSIBILITIES

- 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.

### PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness, and a positive language
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

## PASSPORT DETAILS

Passport Number : S6735778  
Date of Expiry : 25/10/2028  
Place of Issue : Kozhikode

## LANGUAGE KNOWN

English  95%  
Tamil  85 %  
Malayalam  100%

## INTERESTS



Songs



Travelling



Reading

## PERSONAL DOSSIER

Gender : Male  
Date of Birth : 02/11/1998  
Nationality : Indian  
Permanent Address : Mannamparambil, (H)  
Edayoor North Post,  
Malappuram Pin: 676552  
Kerala, India

## DECLARATION

I hereby declare that the above-mentioned information is true, and I bear the responsibility for the correctness of the above-mentioned particulars.

SAFUVAN M P