

**SAFWAN RP**

**Accountant**

**Abu Dhabi**

**Mob: +971 50 343 49 66**

**Email: [safwannizar69@gmail.com](mailto:safwannizar69@gmail.com)**



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**CAREER OBJECTIVE:**

Detail-oriented and motivated accounting graduate with hands-on experience in financial reporting and data analysis. Seeking to leverage strong analytical skills and a solid understanding of accounting principles in an entry-level accounting position. Committed to contributing to a dynamic team and supporting the financial success of the organization

**SUMMARY:**

- Highly organized, and be able to work positively and constructively within the pressurized environment.
- Efficient and organized professional with experience in accounting systems.
- Strong analytical and problem-solving skills. Ability to make analytical decisions.
- Ability to maintain effective working relationships, good communication and management skills.
- Reflective ability to plan and finish everyday tasks with least guidance.
- Strong computer skills for data entry and excellent knowledge of advanced MS Excel.
- Hard working and detail oriented, with the ability to multi-task effectively.
- Excellency in communication skills. High moral values, trustworthy and professional approach.

**KEY COMPETENCIES:**

- Account Receivable
- Sales Analysis
- Purchase Order Management
- Cash Flow Management & Expense Tracking
- Invoice Verification
- Balance Sheet, P&L Account, Reports Preparation
- Arabic Typing
- Data Entry

**PROFESSIONAL EXPERIENCES:**

**RPM Water Care Centre Sales & Service – 05-Mar-2024 to 17-September-2024**

**Kerala - India**

- Maintaining accurate and up-to-date financial records, including accounts payable and receivable.
- Monitored cashflows and prepared weekly cash projections
- Recording of all financial transaction (Invoice, Receipts, Supplier Invoice, Payments, Journal etc.) into accounting software with a focus on accuracy and timeliness
- Summarises current financial status by collecting information, preparing balance sheet, profit and loss statement and other reports.

- Aid in the preparation of documentation for internal and external audits.
- Collaborate with team members and other departments to resolve accounting discrepancies and provide information as needed.
- Stay updated on accounting regulations and best practices to enhance skills and knowledge.

**Internship Program – March 2023 to April 2023**

**DRR Ramah Est.**

**Riyad – KSA**

- Handling Front office activities
- Filing and Documentation activities
- Assisting senior Manager to perform day to day activities

**EDUCATION AND CERTIFICATION:**

- **Professional in Gulf Accounting**  
Gtech Computer Education – Kannur – Kerala - India
- **Bachelor of Business Administration Travelling and Tourism Management**  
Kannur University – Kannur – Kerala – India
- **Higher Secondary Education**  
Government of Kerala Education Department - Kerala – India

**SOFTWARE PROFICIENCY:**

- **Accounting Software: Tally prime, Zoho.**
- **MS Office**

**LANGUAGE SKILL:**

- English, Hindi, Malayalam.

**PERSONAL DETAILS:**

|                 |            |
|-----------------|------------|
| Date of birth:  | 20/01/2003 |
| Marital status: | Single     |
| Nationality:    | Indian     |
| Passport No.:   | U9836472   |
| Visa Status:    | Visit Visa |

**I hereby confirm that all facts contained in this resume are true and complete to the best of my knowledge.**

**SAFWAN RP**