



# Safwan Mohammad

## Assistant Accountant

Detail-oriented Accounts Assistant with expertise in financial management and reconciliation. Proficient in accounting software, adept at ensuring accuracy in records. Seeking a role to leverage analytical and collaborative skills for organizational success.

### WORK EXPERIENCE

#### MSA Tax Consultancy

##### Accounts Assistant (01/2023-12/2023)

- Aid accounting staff and department with day-to-day accounting duties.
- Manage ledgers and ensure accurate financial record keeping across departments.
- Receive and process invoices and billing statements.
- Track payments and ensure accuracy of paid accounts.
- Assist with general accounts payable and accounts receivable duties.
- Contact clients and vendors as necessary to ensure accurate and on-time payments.
- Prepare written reports for delivery to senior-level managers.
- Utilize spreadsheets and database tools to assist in financial record keeping.

#### OLIVE STREET CAFE • Mangalore, India 09/2022 - 12/2022

##### Cashier/Customer Service/Sales Associate

- Take customer orders at the counter.
- Receive payments and present change to customers.
- Pack food items, make coffee, and fill beverage cups Function as the host/hostess of the restaurant.
- Make reservations for customers.
- Receive food checks from waiters or customers.
- Appeal to impatient or irritated customers, especially during rush hours .
- Manage the register, including all credit card and cash operations.
- Ensure a balance of the register at the end of the shift or working period.

#### Mobile Palace • Puttur, Karnataka (India) 04/2019 - 09/2022

##### Salesperson/Customer Service

- Present, promote and sell products/services using solid arguments to existing and prospective customers.
- Perform cost-benefit and needs analysis of existing/potential customers to meet their needs.
- Establish, develop and maintain positive business and customer relationships.
- Reach out to customer leads through cold calling.
- Expedite the resolution of customer problems and complaints to maximize satisfaction.

### EDUCATION

#### **BACHELOR OF COMPUTER APPLICATION**

ST. Philomena College Darbe • Puttur, Karnataka

#### **HIGHER SECONDARY LEVEL (PLUS TWO)**

Mangalore University , Karnataka

#### **HIGH SCHOOL**

ST. Philomena High School • Puttur, Karnataka

#### **DECLARATION:**

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

✉ mahammadsafwan483@gmail.com

☎ +971 563060361

📍 AL Khalidiyah, Abu Dhabi, UAE

DOB: 13th Nov, 2001

Visa Status: Visit Visa

### SKILLS

- Computer literacy
- Microsoft excel
- Customer Service
- Bookkeeping
- Data Entry
- Reconciliation
- Time Management
- Teamwork

### LANGUAGES

English  
Hindi  
Malayalam  
Kannada  
Arabic (Written)  
Tamil

Place : Abu Dhabi

**Safwan Mohammad**