






SAFAL E N

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SUMMARY

Looking for a challenging opportunity that could build on my skills and provide me an ample scope for growth and learning by which I can contribute to the organization's goals beyond expectations by effectively utilizing my conceptual skills and knowledge.

TECHNICAL CERTIFICATION AND SKILLS

- Bachelor of international office administration (BIOA)
- Technology/tools
 - Foreign accounting (Tally with VAT and GST, Quick books)
- Typing skills
 - English & Arabic typing
- Microsoft Office (Word, Excel, PowerPoint)

EDUCATIONAL QUALIFICATION

- Bachelor Of Commerce – Bcom. – Pursuing (From Annamalai University)
- Higher Secondary – Board of higher examination, Kerala
- SSLC – Board of High School Examination Kerala

WORK EXPERIENCE

- Accountant - **OUTRIGHT MANAGEMENT CONSULTANCY** (Part time)
- Accountant – **AL-AUJAN**, (Abdul lateef khalid Al Aujan & Sons Group) Bahrain (TEMPORARY-15-AUG-2019 to 30-11-2019)

○ Main duties:

- Excellent organizational skills with the capacity to deal with multiple tasks at the same time.
- Analyzes inventory reports and cross references figures to calculate foods cost and to identify potential variances
- Designed and introduced financial reporting system and integrated system with the company's proprietary accounting program.
- Tasked to oversee the timely reporting and payment of taxes for the companys clients.
- Performed internal audit for the company.
- Coordinated with purchasing to review and verify record keeping and accuracy of invoices, delivery receipts, requests for purchase orders and other relevant documents.

○ Accountant - **Idea Mart, Bahrain** (02-Feb-2019 - 10-Aug)

○ Main Duties:

- Inventory Management
- Purchase Entry
- Receiving and Processing all invoices, expense forms, and requests for payments
- Update accounts receivable and issue invoices
- Update accounts payable and perform reconciliations
- Assist with reviewing of expenses, payroll records etc. as assigned
- Cashier

○ Accountant - **NSN Distribution Ventures LLP. Bangalore** (2018 NOV to 2019 JAN)

Main Duties:

- cost category creation and cost center creation
- Receiving and Processing all invoices, expense forms, and requests for payments
- budget creation, handling petty cash, preparing bills and receipts.
- Godown and stock creation
- Stock item creation
- Payroll,
- Gst cess Vat
- Maintain records of goods ordered and received.
- Locate vendor of materials, supplies and interview them to determine product availability and terms of sales.
- Maintaining accounting records, making copies, filing documents etc.
- Review quality of purchased product.
- Enter order details into internal database.
- Coordinate with warehouse staff to ensure proper storage.

SOFTWARE PROFICIENCY

- Tally, Quick book, Tradeasy
- MS office (word, excel, PowerPoint)
- Windows 7, 8 and 10

OTHER SKILLS

- Well knowledge of computer software, hardware and internet.
- Result oriented, self-starter and able to work with minimum guidance
- Good analytical and problem-solving skill
- Ability to deal with the people diplomatically
- Fast learner, excellent team player
- Knowledge in inserting, updating, deleting, filtering, sorting data

PERSONEL DETAILS

Full name : SAFAL ELAMBILAT NAMBRAVALAPIL
Date of birth : 17th March 1998
Gender : male
Nationality : Indian
Language known : English, Hindi, Malayalam
Marital Status : Single

DECLARATION

I hereby declare that all the above-furnished are true the best of my knowledge and I assure of my sincere and ardent work in your esteemed organization.

Place: Manama, Bahrain

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