

# SAFA ABDUL LATHEEF

Accountant

Accountant with 2+ years of experience in providing accounting and HR support to small businesses. Proven ability to manage multiple tasks simultaneously and meet deadlines in a fast-paced environment. Seeking a position where I can use my skills to help a company grow and succeed.



## Contact Information

050-1601053

safanazrin@gmail.com

Sharjah, UAE

## Personal Details

Nationality: Indian

State: Kerala

Date of Birth: 20-10-1995

Visa Status: UAE Residence Visa

## Language Skills

English: Fluent

Malayalam: Native Speaker

Arabic: Basic

## Expertise

Audit Management

Bookkeeping

Financial Reporting

Taxation

Recruitment & Sourcing

Employee Relations

## Technical Skills

Tally ERP9

Google Workspace

MS Office

SAP

## Work Experience

### HR Cum Accountant

Sygmativ Business Solutions, Chavakkad, Kerala  
November 2022 – August 2023

### Junior Accountant

Azori Travels and Tourism, Deira, Dubai  
October 2021 – August 2022

### Junior Accountant

KK Mall, Chavakkad, Kerala  
December 2020 – September 2021

## Educational Qualification

### Master of Commerce in Finance (M. Com)

Calicut University  
Year of Graduation: 2019

### Bachelor of Commerce in Finance (B. Com)

Calicut University  
Year of Graduation: 2016

### Higher Secondary

Kerala Higher Secondary Board

### SSLC

Board of Public Exams, Kerala

## Key Responsibilities

- Prepare, examine and analyse accounting records, financial statements, and financial reports. conformance to reporting and procedural standards.
- Conformance to reporting and procedural standards.
- Establish tables of accounts, and assign entries to proper accounts.
- Primary point of contact and build long-term relationships with individuals
- Maintain ledger accounts, reconciliation of general ledger revenue accounts, expenditures and cash balances.
- Generating financial reports, including balance sheets, income statements, and cash flow statements.
- Assisting in the recruitment process, job posting, candidate sourcing, and initial resume screening.
- Assisting in internal and external audits, ensuring adherence to accounting standards.
- Coordinating and facilitating the onboarding process for new hires.