

SAFEEK

Accountant Cum Admin



CONTACT



PHONE

0568461766



E-MAIL

shafi.vv777@gmail.com



ADDRESS

Dubai, UAE



LinkedIn

www.linkedin.com/in/safeek-veloor-val

SKILLS

Hard Skills

Office Management | Document Management | Data Entry | Database Management | Basic Bookkeeping | Email Management | Filing and Record Keeping | Financial Reporting | Accounts Payable | Accounts Receivable | General Ledger | Bank Reconciliation | Journal Entries | Cash Flow | Inventory Management | Office Supply Management | Data Analysis and Reporting | Customer Relationship Management | Event Planning and Coordination | Vendor Management | Travel Coordination

Soft Skills

Communication | Interpersonal Skills | Problem-Solving | Attention to Detail | Time Management | Organizational Skills | Adaptability | Flexibility | Critical Thinking | Stress Management

Technical Skills

Microsoft Excel | Microsoft Word | Microsoft PowerPoint

LANGUAGES

English | Malayalam | Hindi

SUMMARY

Detail-oriented Accountant with over 5 years of experience in financial management and office administration. Proven track record of optimizing processes and enhancing cash flow through effective receivables management. Skilled in financial reporting, compliance, and vendor negotiations, ensuring accuracy and efficiency in all financial operations.

WORK EXPERIENCE

Accountant Cum Admin

Jun 2019 - Aug 2024

Aston Builders Gen Contracting & Maint LLC,
Abu Dhabi

- Optimized financial management by reducing company expenditures through strategic budgeting and cost-saving initiatives.
- Streamlined invoicing processes, leading to faster payment collections and improved cash flow management.
- Ensured accuracy in tax filings, maintaining full compliance with regulatory requirements and avoiding late penalties.
- Improved management of account receivables, reducing outstanding balances and enhancing overall cash flow efficiency.
- Implemented a new petty cash tracking system, improving transaction documentation accuracy and minimizing discrepancies.
- Negotiated favorable payment terms with suppliers, reducing liabilities and strengthening supplier relationships.
- Identified and resolved financial discrepancies, ensuring accurate financial reporting and preventing errors during audits.
- Updated financial documentation systems, leading to faster retrieval of records during audits and monthly reviews.

ACADEMIC QUALIFICATION

Master of Business Administration in Finance

Cardiff Metropolitan University - Nov 2016

Bachelor of Business Administration

Bharathiyar University - Apr 2014

PROJECTS

Developed a comprehensive business development plan for Toyota Automobiles, focusing on strategies to enhance business performance through market analysis, customer engagement initiatives, and operational efficiency improvements, resulting in increased sales and brand loyalty.

PERSONAL INFORMATION

Gender : Male

Date of Birth : 19/01/1991

Nationality : Indian

Passport No : R3898550

Visa Status : Employment Visa

Driving License Number : UAE - 2737208