



# AFSATH SAFRIN

ACCOUNTANT

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PHONE: +971 564829789

LOCATION: Abu Dhabi, UAE

## PROFESSIONAL SUMMARY

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Detail-oriented **Accountant** with experience in a high-paced environment, supporting managers with financial tasks and responsibilities. Proven ability to manage **ledgers**, accurate financial statements and assisted in audit practices. Proficient in **Tally PRIME and ERP-9, Microsoft suite and other software**. Seeking a challenging accounting position to utilize my skills and experience to the growth of an organization

## EXPERIENCE

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### ACCOUNTANT

SUZUKI MOTORCYCLE PVT LTD – Kerala, India 2023 – 2024

- Managed full-cycle **bookkeeping** for daily transactions in **Tally Prime**, ensuring accuracy in ledger reconciliation.
- Prepared **daily business report in Excel**, reducing management review time.
- **Liaised** with suppliers via **email and phone** to reconcile inventory needs.
- Processed monthly **payroll** and optimized expense reporting.
- Monitored **inventory levels** for ensuring optimal stock availability for operations.
- Assisted senior accountants in preparing financial statements and **audit practices**.
- Processed daily and monthly **payment** to clients and customers via bank transfers, ensuring cash flow transparency.
- Generated **B2B E- invoices** monthly via government portals and coordinated vendors.
- Drafted **purchase orders** and submitted payment related reports to the MD.
- Handled **Petty cash** and oversaw routine **administrative tasks** including office supply management, scheduling, and correspondence.
- Managed accounts receivables and streamlined payment collection process.
- **Reconciled bank accounts** and followed up on discrepancies.

## CORE COMPETENCE

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- Proficient in accounting software.
- Strong organizational and multitasking abilities.
- Ability to work independently and in a team.
- Excellent communication and interpersonal skills.
- Ability to quickly learn computer applications and software.
- Excellent Time and Task Management.
- Ability to work with pressure.
- Attention to detail and accuracy.
- Reconciliation of Bank Statements.

## **TECHNICAL SKILLS**

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- Microsoft Office Suite
- Tally ERP-9
- Tally PRIME
- Quik Books
- VAT
- VSM (Vehicle sales management)
- Service and Spare Management System

## **EDUCATION**

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- Master of Business Administration in Human Resource Management (MBA HR)  
Bharathiar University – Tamil Nadu, India 2023
- Bachelor of Commerce in Computer Applications (B.COM)  
University of Calicut – Kerala, India 2019

## **CERTIFICATION**

- Tally ERP-9 with GST  
IT space Academy - 2018
- Microsoft office  
Learntech Academy – 2021

## **ACHIEVEMENTS**

- Organized a 50+ attendee seminar on “Modern Challenges in Education Development”, coordinating logistics and promotions.
- Student coordinator of a commerce club in university.

## **LANGUAGES**

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- English
- Malayalam
- Tamil
- Hindi

## **REFERENCE**

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References shall be available upon request.