

# SAFWAN KP

## FINANCE AND ACCOUNTING EXECUTIVE

### CONTACTS



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Al karama,Dubai, UAE.

### PROFILE SUMMARY

A finance professional with strong analytical abilities and a demonstrated history of utilizing advanced spreadsheet techniques to facilitate data-driven decision-making. I am looking for an opportunity within your organization to apply my educational background and analytical expertise for mutual growth and success. I possess specialized skills in financial modeling, forecasting, and variance analysis, and I excel at recognizing trends and delivering actionable insights to enhance financial performance.

### WORK EXPERIENCE

#### ACCOUNTANT

Dec 2024 Present

##### Emirates Auction (UAE)

- Generate and issue timely and accurate customer invoices and upload to Quickbooks.
- Collaborate with sales and verify billing accuracy and ensure correct invoicing of all services and products.
- Oversee and manage the accounts receivable function to ensure accurate and timely collection of customer payments.
- Provide the General Manager with regular reports and analytical insights on Sales and AR.
- Supplier payment entry to Quickbooks and maintenance of accurate Accounts Payable
- Monitor aging reports and proactively follow up with customers to secure prompt payment of overdue invoices.
- Reconcile customer accounts to identify and resolve billing discrepancies.
- Maintain accurate and up-to-date records of all accounts receivable transactions.
- Prepare monthly, quarterly, and annual financial reports related to accounts receivable and revenue recognition.
- Reconcile bank statements and Petty cash & consistently update payment records.
- Monitor unusual transactions, evaluate and approve significant accounting entries, and ensure proper documentation of all necessary corrections.
- Assist with month-end and year-end closing activities by preparing reconciliations and reports for management
- Support the Financial Manager in financial forecasting and month-end/year-end closing procedures.
- Arranging for cheque and cash collections according to internal protocols
- Generate financial reports related to accounts receivable, including aging reports, cash collections, and bad debt analysis
- Daily revenue report

# ACCOUNTANT EXECUTIVE

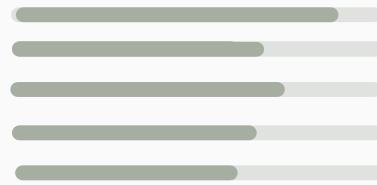
2020 - 2024

## TP Group of Companies ( India )

- Managing all accounting transactions.
  - Account for vendor credit notes. And allocate all payments in SAP.
  - Reconcile vendor statements to arrange payments according to credit terms.
  - Reconcile bank statements in financial system.
  - Manage petty cash and ensure cash in hand is reconciled at all times.
  - Ensure timely vendor payments and collect customer payments (cheque, wire transfer, or cash) to maintain positive relationships.
  - Posting the invoices after verifying all the supporting documents
  - Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
  - Develop and maintain strong relationships with vendors & customers to ensure open lines of communication, facilitating the prompt resolution of issues related to invoicing, payments, and discount agreements as needed.
  - Arranging for cheque and cash collections according to internal protocols.
  - Supporting the Director in operational tasks associated with the business.
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### TECHNICAL SKILLS

- MS Excel
- QuickBooks
- SAP Business One
- Google Gemini
- ChatGPT



### KEY SKILLS

- General Ledger Management.
- Accounts Payable and Accounts Receivable
- Bank Reconciliation.
- Month-End and Year-End Close.
- Analytical and Problem-Solving Skills.

### EDUCATION & CERTIFICATION

#### • BACHELOR OF COMMERCE

Calicut University (2015-18)

#### • SAP B ONE & FICO

Beat education, Calicut (2018-19)