

SAFUVAN VALAPPIL

Sr. Accountant

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Email: safuvanvalappil@gmail.com

Location: Dammam, KSA

Visa Status: Transferable



PERSONAL SUMMARY

7+ Years of experienced Sr. ACCOUNTANT with MBA and hardcore expertise in overall accounting systems, financial reporting, VAT filing, BRS, auditing, cash flow enhancement and improving monthly and annual closing by suggesting and implementing new accounting policies and procedures thereby contributing to bottom line profitability of the organization worked with. Well versed in TallyERP 9, Quick books, MS Office, Sage, Next ERP and other ERP accounting software.

AREAS OF EXPERTISE

Payroll and WPS	Taxation (VAT)	Corporate Tax	Finalization and Auditing
Adjustment Entries	Petty Cash	Provision and Reserve	Bank Reconciliations
Balance Sheet	Cash Flow	Financial Reporting/ MIS	Payables & Receivables
Budget Preparation	P/L Account	Stock Verification	Fund Management
Invoice Processing	Bank Operations	Year End Closing	Process Improvement

CAREER HISTORY

Al-Atkaal Company Ltd: Khobar, KSA

Chief Accountant (Sep 2024 – Present)

IT & Telecommunication

Bin Butti Rotating Machinery LLC (Bin Butti Group): Abu Dhabi, UAE

Senior Accountant (Apr 2022 – Jun 2024)

Oil & Gas

Tasty Food International Trading LLC (Tasty Food Group) : Sharjah, UAE

Chief Accountant (Oct 2015 -Feb 2022)

Food and FMCG

Dimesco Footcare India Pvt. Ltd - VKC Group: Kerala, India

Finance Executive (Oct 2013 - Dec 2014)

Footwear Industry

ACHIEVEMENTS

- Proactively handled and **reconciled all G/L accounts monthly basis** resulting in **year end closing time saving** man hours streamlining processes thereby contributing to **bottom line profitability of the organizations worked with.**
- Supported strategic finance managers by **providing error free financial reports including P/L & TB** resulting in **competent financial decisions by the managers** enabling the organization in achieving **sustained profitability.**
- Implemented prompt cash and credit control reconciliation** thereby enhancing flow and **reducing probability for financial frauds** and thereby enabling the **organization in maintaining corporate business ethics.**
- Enhanced operational efficiency by **implementing proactive internal control procedures in administration** thereby improving internal customer satisfaction and responsiveness to external customers.
- Reduced existing bad debts** using bad debts recovery procedures, avoided bad debts through implementing customer evaluation procedures resulting in **enhanced cash flow approximately by 85%.**

DUTIES AND RESPONSIBILITIES

- Managing and improving the company's entire financial accounting and reporting systems.
- Financial operations with regard to financial accounting, **general ledger and revenue accounting, Income Statement, Statement of Financial Position, Depreciation, CashFlow Statements, MIS, Cash management, Consolidation of reports & UAE VAT compliance.**
- **Establishes system controls** for new financial systems and develops procedures to improve existing systems.
- **Financial planning, tracking, analysis**, quarterly and annual reporting and revenue recognition.
- Preparation of **VAT schedules as per the FTA requirements** for VAT return filing.
- Devised and **executed financial strategies** to enhance organizational annual revenue.
- Actively participated in **sales, CAPEX and OPEX budget preparation** and monitoring variance from budget forecast.
- Arranging Project Finance by **preparing Projected Cash flow and other supporting documents** for bank relationship managers.
- **Debtor and creditor reconciliations**, limit controlling and **following up for payments.**
- Preparation of various **reports for managers/ CFO.**
- Liaising with banks for purpose of **Guarantees, letters and other facilities.**
- Review all **petty cash** reimbursements for proper documentation.
- Responsible for **sales analysis and evaluation of costs and margins.**
- Review and confirm **payroll related calculations** including deduction, staff benefits etc.
- Produces **WPS** by initiating computer processing.
- Maintaining contact with clients to ensure **invoices is clear for payment.**
- Resolving queries both internally and externally.
- Checking, approval, posting and allocating **daily receipts, payments** to ERP accounting systems.
- Control the **export documents** forwarding to bank and collecting money.
- Avoids **legal challenges** by complying with legal requirements.
- Preparing **Bank reconciliations and Intercompany reconciliations** on monthly basis.
- Dealing with **internal and external audit procedures on time.**

KEY SKILLS AND COMPETENCIES

- Good all round knowledge in Accounting, Taxation, Finance and Auditing.
- Adept in Financial accounting & reporting, **Profit & loss, balance sheet, trial balance, cash flows.**
- Well versed **Budgeting, planning and controlling, prepare, analyze and interpret variance.**
- Familiarity with **accounting software and well versed in excel.**
- Able to **review financial statements, sales and activity reports** and other performance data to measure productivity and goal achievement and to determine areas needing **cost reduction and program improvement.**

ACADEMIC QUALIFICATIONS

Master Degree:MBA

Bharathiar University, Coimbatore - India (2016)

Bachelor Degree: Commerce

Calicut University, Kerala - India (2013)

PERSONAL DETAILS

Gender : Male
Marital Status : Married
DOB : 11th Nov 1991
Nationality : Indian
Languages : English, Hindi and Malayalam.

REFERENCES – Available on request

COMPUTER SKILLS

MSOffice Suite

Tally ERP 9

Quickbooks

Other ERP Software

PERSONAL SKILLS

Problem Solving

Analytical Skills

Interpersonal Skills

Communication Skills

Able to Work Independently

I hereby declare that the above furnished information is true to the best of my knowledge and belief.

(s /d)