

SAFANA JASMINE

ACCOUNTANT

CONTACT

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Doha, Qatar

EDUCATION

- Bachelor of Commerce- 2021
- Higher Secondary -2018
- Tally Prime - 2025

SKILLS

- Basic Accounting Principles
- Bookkeeping
- Excel Skills
- Accounting Software Knowledge
- Bank Reconciliation
- Payroll Assistance

LANGUAGES

- English (Fluent)
- Tamil (Fluent)

PROFILE

Motivated and detail-oriented Accounting graduate with a Bachelor's degree in Commerce, equipped with a strong foundation in financial accounting, and business management principles. Skilled in handling data entry, preparing ledgers, reconciling statements. Proficient in MS Excel and accounting software such as Tally Prime. Eager to contribute to a dynamic finance team by applying analytical thinking, accuracy, and commitment to organizational growth.

TECHNICAL SKILLS

- Accounting Software: Tally Prime, QuickBooks, MS Excel (basic knowledge).
- Financial Accounting: Ledger preparation, journal entries, trial balance, final accounts.
- Bookkeeping: Accounts payable/receivable, bank reconciliation, petty cash management.
- Data Management: Record keeping, data entry, and report generation.
- Gained hands-on understanding of accounting principles through academic projects and practical training.
- Familiar with preparing basic financial statements like balance sheet and profit & loss account.
- Practiced data entry and bookkeeping using Tally ERP and MS Excel.
- Learned to handle invoice preparation and maintain proper filing of records.
- Able to assist in bank reconciliation and petty cash tracking under supervision.
- Eager to support senior accountants in audit and month-end activities.
- Committed to maintaining accuracy, confidentiality, and organized documentation.

DECLARATION

I declare that the information presented in this resume is true and accurate to the best of my knowledge.