

SAFEER BABU PP

Muweilah, sharjah  
United Arab Emirates

+971- 552532335

safeerbabu37@gmail.com



PROFESSIONAL SUMMARY

Skill Highlights

- Logistics and Supply Chain
- Quick learner
- Communication skill
- Material Handling Supervision
- Customer Service
- Leadership quality
- Punctuality
- Distribution Management
- Reverse Logistics
- E-Commerce

PROFESSIONAL EXPERIENCE

○ KRISHNA ENTERPRISES (AMAZON’S LASTMILE VENTURE)

ACCOUNTANT

MALAPPURAM,  
KERALA

Jan-  
2021  
to  
May  
2022

Key Responsibilities:

- Handling the entire document control procedure in strict adherence with established guidelines.
- Supervising overall supply chain operations, distribution and inventory.
- Preparation of reports like KPI, delivery performance and various MIS reports Maintain up to date information in dispatch master files, Delivery Orders, files, tracking sheets, both in MS office files and in ERP.
- Handling Amazon Shipments both inbound and outbound
- Handling customer queries and resolving quickly ASAP
- Maintaining files as per company norms
- Monitoring FIFO on time.
- Closing DIFOT same on the day
- Creating scorecard of each associate and teach them based on previous day performance
- Handling Cash with 0 outstanding and Submitting to bank same day

April- 2018

To

Sep-2020

**PRINTO CARDS AND TECHNOLOGIES PVT LTD ,CALICUT,KERALA,INDIA**  
**ASSISTANT ACCOUNTANT**

*About Company:* Printo Cards and Technologies is a novel venture in the PVC Card world, Engaged in the manufacturing, importing, exporting and supplying of PVC Cards, since 2007. Located at Calicut, Kerala. The company has built capacities of international standards to manufacture and personalize all kinds of PVC/Plastic cards.

**Key Responsibilities:**

- Documents financial transactions by entering account information
- Preparing financial documents such as invoices, bills, and accounts payable and receivable
- Value added Tax(VAT)
- Managing payroll
- Completing financial reports on a regular basis and providing information to the finance team
- Managing day-to-day transactions
- Completing the year-end analysis
- Encoding accounting entries for data processing
- Recording office expenditures and ensuring these expenses are within the set budget

**EDUCATION**

- **University of Bangalore**  
Master of business administration (finance and hr) 2016-2018
- **University of Calicut**  
Bachelor of commerce (computer application) 2013-2016
- Diploma in computerized accounting Tally
- Ms office

**PERSONAL DETAILS/LINGUSTICS SKILLS**

- Date of Birth :09-june-1994
- License: Valid INDIAN Driving License
- Gender: Male
- Marital Status: single
- Passport No : N3028065
- Able to read, speak & write in English, Hindi and Malayalam.
- Able to read and write in Arabic.

**REFERENCES**

- Mr. NAZIMUDHEEN -Account Manager at Al futtaim group (doha- qatar)-Mob:+974 30775414
- Mr. Rashid –Operation Manager at Krishna enterprises- Mob: +91 9207800017
- Mr. Firoz- Manager at krishna enterprises- Mob: +91 9847325093
- Mr. MOHAMMED ANEES- Manager at printo cards and technologies pvt ltd (calicut-india)- Mob: +91 8086353979

I hereby declare that the above particulars of facts and information stated are true, correct and completed to the best of my belief and knowledge.