



## NAFWAN CK

**Residence permit:** valid iqama **Work permit:** Saudi Arabian **Nationality:** Indian

**Date of birth:** 19/05/2000 **Place of birth:** KERALA, India **Gender:** Male

**Phone number:** (+966) 508137191 **Email address:** [nafwanck1@gmail.com](mailto:nafwanck1@gmail.com)

**Home:** jeddah, (Saudi Arabia)

### ABOUT ME

Detail oriented and motivated accountant with experience in managing accounts. Eager to apply my knowledge and skills in dynamic work environment and contribute to the success of a professional accounting team.

### WORK EXPERIENCE

#### Accountant

**JEDDHA NATIONAL HOSPITAL** [ Current ]

**City:** JEDDHA | **Country:** Saudi Arabia

Am currently working as an accountant at Jeddah national hospital.

##### KEY RESPONSIBILITIES:

- Managed daily accounting operations on-site including tracking expenses, invoices and petty cash.
- Managed financial transactions and ensured accurate record-keeping for site operations.
- Prepared and reviewed invoices, payments and accounting reports for the construction site.
- Reviewed and verified store transactions, including sales, returns and stock movements.
- supported project team by providing financial analysis and reports for decision making.
- Ensured timely submission of financial reports and cash flow statements in detail.

#### Accountant (HO)

**AM MOTORS** [ 06/07/2023 – 02/08/2024 ]

**City:** KERALA | **Country:** India

Worked as an accountant at am motors, with a focus on head office responsibilities and branch accounts management.

##### KEY RESPONSIBILITIES:

- Daily checking of petty cash.
- Branch expense voucher auditing.
- Monthly reconciliation financial statements.
- Outstanding debtors and creditors report making.
- Payment, Receipt, Journal entries in tally software.

#### DATA ENTRY

**AHAMMED SHA & CO** [ 15/11/2022 – 15/05/2023 ]

**City:** KERALA | **Country:** India

##### KEY RESPONSIBILITIES:

- Entered, updated and maintained accurate data in company databases and systems.
- Managed daily entry of records such as invoice and customer details.
- Consistently met deadlines and maintained the level of accuracy and speed

EDUCATION AND TRAINING

Bachelor of commerce  
Calicut university

SKILLS

Financial Statement & Financial Reporting / Client Management / Petty Cash Management / Journal entries

IT KNOWLEDGE

Global SAP system / Microsoft Word / Microsoft Office / Tally prime

LANGUAGE SKILLS

Mother tongue(s): Malayalam

Other language(s): English | Arabic (basic) | Hindi | Tamil