

MOHAMED SAFAN

Bank Accountant | Accountant | Data Entry Operator | Banking Assistant | Admin Officer
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Summary

Experienced professional with over 6 years of expertise in banking, financial management, administrative support, and data processing. Skilled in roles such as Banking Assistant, with a strong background in customer service, transaction processing, and maintaining accurate financial records. Proficient in financial analysis, budgeting, and ensuring compliance with regulatory standards. Adept at handling administrative tasks, managing data entry operations, and optimizing workflows to enhance organizational efficiency. Proven ability to deliver accurate results, meet deadlines, and support decision-making processes, contributing to the success of teams and organizations.

PROFESSIONAL EXPERIENCE

Amana Bank PLC

Sri Lanka

Banking Assistant

10/2021 - 10/2024

- Assist customers with daily banking transactions, including deposits, withdrawals, and account inquiries, ensuring excellent customer service
- Maintain accurate and up-to-date customer records, ensuring compliance with bank policies and regulatory requirements
- Process and verify financial transactions, such as loan applications, account openings, and transfers, ensuring accuracy and adherence to procedures
- Assist in the preparation and reconciliation of bank statements, ensuring all discrepancies are promptly resolved
- Handle cash transactions and manage cash drawers, ensuring accuracy and adherence to security protocols
- Provide support in processing checks, wire transfers, and other banking services in a timely manner
- Respond to customer queries via phone, email, or in person, addressing concerns and providing banking solutions
- Assist in maintaining and promoting bank products and services, helping customers make informed decisions

Amana Bank PLC

Sri Lanka

Business Development Officer

08/2018 - 10/2021

- Identify and pursue new business opportunities to expand the bank's customer base and revenue streams
- Develop and maintain strong relationships with existing clients, providing tailored financial solutions to meet their needs
- Conduct market research to identify potential clients and industry trends, enhancing the bank's competitive position
- Collaborate with internal teams to create customized banking products and services for targeted clients
- Monitor and analyze financial performance, identifying opportunities for growth and recommending strategies to management
- Achieve sales targets by promoting the bank's products and services to both new and existing customers
- Ensure compliance with regulatory requirements and internal policies while managing customer accounts and transactions
- Attend networking events, conferences, and other business development opportunities to enhance the bank's reputation and visibility
- Track and report on business development activities, client acquisitions, and sales performance to senior management
- Collaborate with internal teams to develop customized banking solutions, ensuring alignment with client objectives and regulatory requirements

OM Aliayr & Sons Petrol Station

Sri Lanka

Financial Accountant (Part Time)

10/2021 - 10/2024

- Prepare and maintain accurate financial statements in compliance with accounting standards and regulatory requirements
- Manage accounts payable and receivable processes, ensuring timely and accurate transactions and record keeping
- Assist with budget preparation, financial forecasting, and variance analysis to support strategic decision-making
- Perform reconciliations of general ledger accounts, bank statements, and other financial data to ensure accuracy
- Support internal and external audits by providing necessary documentation and resolving discrepancies
- Ensure compliance with tax regulations by assisting with tax preparation and filings in a timely manner
- Provide financial support and guidance to other departments, ensuring alignment with organizational objectives
- Collaborate with other departments to ensure alignment between financial reporting and operational goals

Education

University of Sunderland

Dubai, United Arab Emirates

Master of Business Administration (Reading in Online)

2024 - Present

OTHM Qualifications

Sri Lanka

Post Graduate Diploma in Strategic Management and Leadership - Level 7

2023 - 2024

KEY SKILLS

Reconciliation · Taxation · Budgeting · Analysis · Cashflow · Ledger · Accuracy · Speed · Organization · Typing · Data Management · Software · Attention · Filing · Transcription · Database · Transactions · Customer Service · Cashiering · Compliance · Documentation · Banking Software · Payments · Loans · Processing · Organization · Scheduling · Communication · Coordination · Multitasking · Support · Documentation · Management · Office Packages · Numerical · Accounting Packages

Languages

English Proficient ●●●●●

Tamil Native ●●●●●

Non Related Refrees

Izrath Manzoor (MBA - UK)

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