**From**

 **Sebin**

**Sebin.331562@2freemail.com**

 **Dubai,**

**UAE.**

**To**

**The Human Resources Manager,**

**Human Resources Department.**

**Subject: Application for the post of Accounts and Finance Department**

Dear Madam/ Sir,

 Possessing over 5 years of professional experience in **Accounts, and Finance;** and equipping myself with a **Master of Commerce (M.Com)** , and  **PGDCA** (Post Graduate Diploma in Computer Application), I wish to apply for the post at your esteemed organization.

 I have **excellent coordination ability & exceptional communication skills**, both oral and written. Also I have significant keenness and enthusiasm to learn and analyze new topics and ideas. Further, I have good leadership ability, and go to great lengths to solve problems quickly and effectively. I am capable of handling **all diplomatic tasks**, and I have **very good computer skills in Tally, MS Word, Excel, PowerPoint and Outlook. Driving license test is on final stage.**

I enclose my resume for your kind perusal. I would be grateful if you consider me worthy of an interview at your distinguished establishment.

**CURRICULUM VITAE**

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SEBIN

SEBIN.331562@2freemail.com

Visa Status: Work Visa.

**INTRODUCTION**

I am Sebin, Indian, Master of Commerce and PGDCA (Post Graduate Diploma in Computer Application) having 5 years of experience in Accounting and finance. Currently looking for an accounting or Finance officer position, it can suit to my profile and objective. I am well versed in accounting software's like ***Tally***. My expertise includes accounting, financial management, financial analysis, budgeting, costing & forecasting. Kindly consider and humbly request you to give me an opportunity to grow and improve more in career path.

**WORK EXPERIENCE**

* AL AZIZA General Trading LLC, **Dubai.**

(Tenure: Working from: 24-05-2014)

* Navgat Network Solutions.

(Tenure: 10-01-2011 to 15-02-2014)

**JOB PROFILE**

* Assist Accountants Manager in preparation of financial statements
* Assisting in Accounts Reconciliation of customers & suppliers
* Engaged in costing & calculation of Variances
* Handling Bank Transactions &Bank Reconciliation
* Keeping track of cash in hand and petty cash management
* Preparation of Salary Sheet & Disbursement of Salary
* Assist in Maintaining Company Records
* General Office ‐ Administration.
* Preparation of Monthly Cost of Production Report
* Assisting on Internal audit
* Preparation of Cheques & Transfer letters
* Assist with Accounts Receivable & Accounts Payable
* Preparation of debit notes and credit notes

**SOFTWARE & IT SKILLS**

I. Proficient in **Microsoft office** programs (Word, Excel, Power point, etc.)

II. **Proficient in Internet and e‐mail application**

III. **Tally**

**Driving License**: Under process (Waiting for Road Test)

**ACADEMIC QUALIFICATION**

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| --- | --- | --- |
| **Credentials** | **University/Board** | **Year of passing** |
| M. Com | Calicut University | 2013 |
| B.Com | Kannur University | 2011 |
| Plus Two | Kerala State Board | 2007 |
| SSLC | Kerala State Board | 2005 |
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**STRENGTH:**

* Self-confident , Optimistic, hardworking and good communication skill
* Quick Learner & enjoys new challenges.
* Rational, enthusiastic, serious and having analytical talents.
* Good interpersonal skills & ability to work in multicultural environment
* Dynamic, reliable and co-operative.
* Willing to take extra responsibilities to get the work done.
* I would like to make something new from zero level giving a wide and sufficient

Scope to prove my ability and skills.

* Team player & able to deal with multicultural people.
* Team leading skills.

**PERSONAL PROFILE**

Nationality : Indian

Sex : Male

Date of Birth : 11/09/1989

Marital Status : Single

**HOBBIES/INTERESTS**

* Reading books
* Listening to music
* Watching movies,
* Riding and Travelling

**LANGUAGES KNOWN**

|  |  |  |
| --- | --- | --- |
| ***LANGUAGE*** | ***ORAL*** | ***WRITTEN*** |
| ENGLISH | EXCELLENT | EXCELLENT |
| MALAYALAM | EXCELLENT | EXCELLENT |
| HINDI | BASIC | BASIC |
| ARABIC | BASIC | - |
| TAMIL | BASIC | - |

**DECLARATION**

I hereby declare that the above statements are true to the best of my knowledge.