**JUBIN**

**M.B.A FINANCE**

**DUBAI,JUMIRAH CIRCLE**

 E-mail*:* jubin.380296@2freemail.com

**Career Objective:**

To secure a responsible position with well-established organization that utilizes my skill, knowledge to make a positive contribution to the company with an aim of personal development.

**Professional Accomplishment**

* Finance Cashier: 2 Year of experience as Accounts Payable and Cashier in **Atlantis The Palm,**

**Dubai**

 ****Accounts Executive:2 Year experience in A.R Processing (**Exl Bangalore**) along with****analyzing, reviewing ,manual Adjustment and resolving queries with regards to refund Processing.

**Corporate Thinking and Working Experience**

* Currently working in **Atlantis The Palm Hotel, Dubai**, as Accounts Payables and Cashier since **5th June 2016** to until now
	+ - * Cash handling, Credit and debit payments handling of the various outlets which are Food and beverages outlets and Marine and water Park outlets so on.
			* Points of sales are Micros, Galaxy.
			* Daily cash and virtual payments shift report making.
	+ Accounts Payables Trainee,( **Atlantis The Palm Hotel, Dubai)**
		- * Invoice verification and Posting.
			* Reconciliation of statement of account and General Ledger.
			* Capex and Opex invoice checking
			* Petty Cash Preparation
			* Manual Cheque Preparation
			* VAT updating.
			* Consignment Preparation
			* Performa and Business travel advance Payment Preparation.
* Worked as Associate Finance and Accounting in **EXL**. Started working since **13nth Oct 2014** to **2nd June 2016**.
	+ - Account receivable process
			* Posts customer payments by recording credit card transactions.
			* Posts revenues by verifying and entering transactions form lock box.
			* Updates receivables by totaling unpaid invoices.
			* Maintains records by microfilming invoices, debits, and credits.
			* Resolves valid or authorized deductions by entering adjusting entries.
			* Resolves invalid or unauthorized deductions by following pending deductions procedures.
* Worked as an Audit trainee for a month at “**P. K Raju &Son’s** Audit company ltd” May -2011.
	+ - * Trial balance valuation
			* Profit and loss Account preparation
			* Balance sheet Preparation
* **Dissertation** on the topic “Comparative study on personal loan provided by Axis Bank andUnion Bank”

**Educational Qualification:**

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| --- | --- | --- | --- | --- |
| **Name of the** | **University / Board /** | **Principal Subjects** | **Year of Passing** |  |
| **course** | **Institution** |  |
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|  |  |  |  |  |
| MBA | Presidency College, | Finance, | 2014 |  |
| Bangalore | Marketing |  |
|  |  |  |
|  |  |  |  |  |
| B.COM | Marthoma College, | Finance, Computer | 2012 |  |
| Thiruvalla, | Application |  |
|  |  |  |
|  |  |  |  |  |
| Class XII | S.C.S H S S, Thiruvalla | Commerce | 2009 |  |
|  |  |  |  |  |
| Class X | M G M H S S | --- | 2007 |  |
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**Technical Skills / Computer Proficiency:**

* M S Office, Tally, Micros, Galaxy, Symphony, JD Edwards

**Achievements / Extra Curricular Activities:**

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| **Sports** | **:** Chess champion in higher secondary level |
| **Personality Traits** | **:** Good team player, Fast learner, Enthusiastic, Leadership Quality, Dynamic in Nature |
| **Area of Interest** | **:** Sports, Quest to News of Current Affairs, Reading Books. |
|  |  |  |  |  |
| **Personal Details:** |  |  |  |  |
| Date of Birth |  | : | 17-01-1991 |  |
| Sex |  | : | Male |
| Marital Status |  | : | Single |
| Nationality |  | : | India |
| Religion |  | : | Christian, Marthoma |
| Language - Can Speak | : | English, Malayalam,Tamil, Hindi |
|  |  |  |  |  |
| **Date:** |  |  | **Signature** |
| **Place: Dubai** |  |  |  **JUBIN**  |