JOBIN

Deira Dubai, Dubai,

United Arab Emirates

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**OBJECTIVE**

To work in an environment which offers a good opportunity to share my knowledge and skills with others and participate myself and work towards for a complete satisfaction of the company.



**PROFILE SUMMARY**

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* Over all 6+years(3 yrs UAE) of Experience in Accounts and Office Administrations
* Experience in VAT ACCOUNTING
* Experience in handling of different business accounts like Trading & Export Division
* Strong Analytical, Numerical and Organizational Skills
* Have good Communication & Interpersonal Skills
* Can work under pressure and meet deadlines.
* Work as team to achieve the company goal



**PROFESSIONAL EXPERIENCE [U.A.E]**

**In Sharjah, U.A.E**

**ACCOUNTANT cum OFFICE ADMINISTRATION (AUGUST 2016 TO AUGUST 2019)**

I had to carry out the following tasks:-

* Maintaining books of accounts
* Preparing the cheques
* Checking and vouching of all bills and vouchers
* Posting payments, Receipts and JV for daily transactions in TALLY ERP9 software
* Follow up for the inward remittance and making outward TT, International creditor’s payment and control over utility payments by online banking.
* Recording of purchase and sales transactions in TALLY ERP9 software
* Ensuring the availability of funds to meet ongoing operations
* Preparing of Bank Reconciliation statement for all banks
* Establish strong banking relation with the relationship managers and their team to ensure smooth movement of day today transactions.
* Follow up and collection of cheques from customers
* Forecasting and maintaining the fund according to the future transactions
* Maintaining petty cash account
* Timely reporting to the chief accountant accurately
* Worked directly with M.D and Marketing team to achieve Results
* Managed team of 10 employees, overseeing the hiring, training, and professional growth of employees
* Filed tax returns and prepared governmental reports in compliance with strict standards.
* Maintained up-to-date knowledge on permits, certificates and documents mandatory for government departments.
* Partnered with auditors to prepare yearly audits and ensure compliance with governmental tax guidelines
* Drove client satisfaction by utilizing maximum adjustments, deductions and credits.
* Processed payroll and calculated deductions by accurately using tally to secure payment trace abilities.



**PROFESSIONAL EXPERIENCE [ INDIA ]**

**JOLLY MARINE EXPORTS**

**MANAGER CUM ACCOUNTANT (JULY 2013 - JULY 2016)**

I had to carry out the following tasks:-

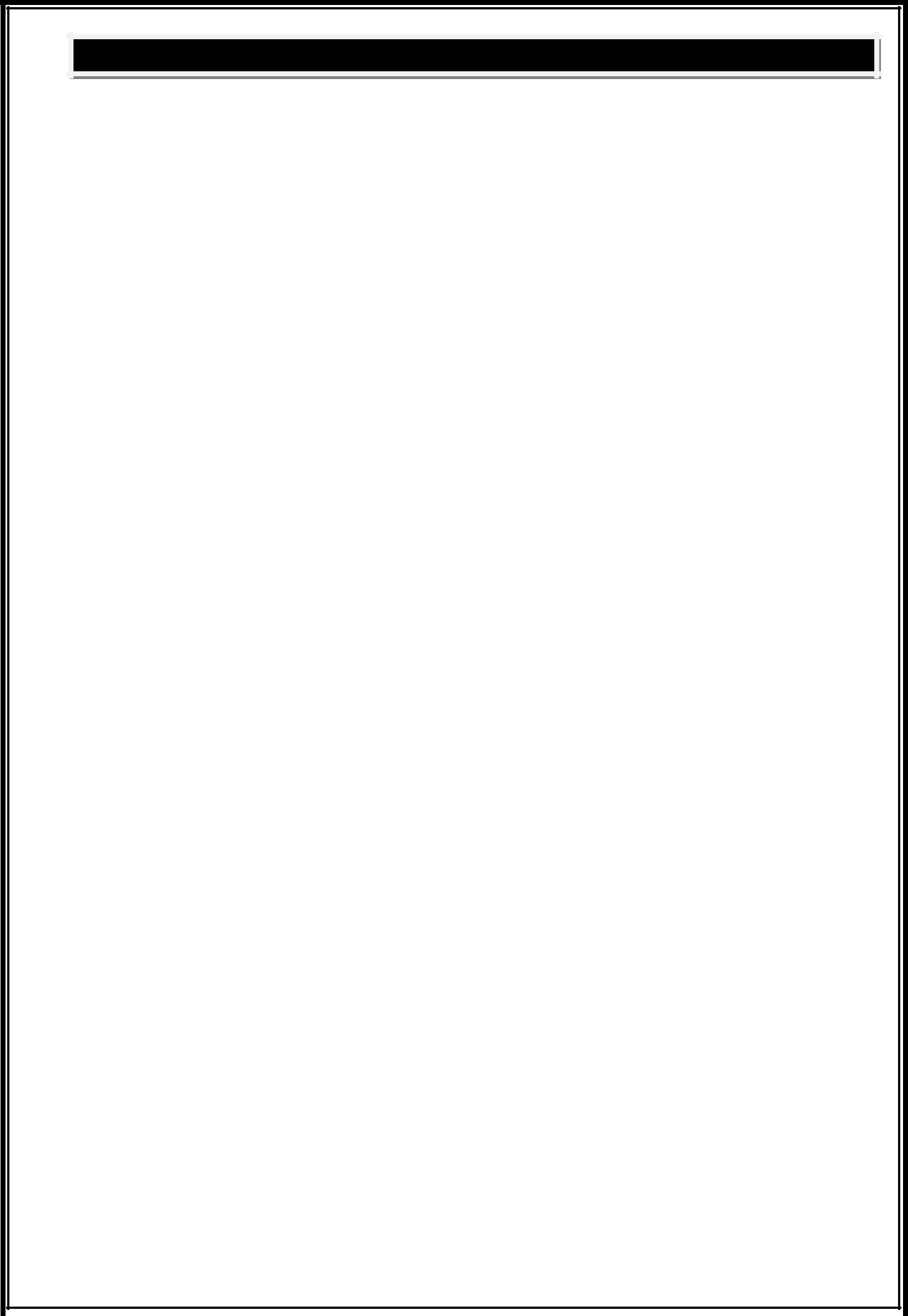
* Managed team of 20 employees, overseeing the hiring, training, and professional growth of employees.
* Delivered an exceptional level of service to each customer by listening to concerns and answering questions.
* Researched and updated all required materials needed for firm and partners.
* Comprehensive understanding & working ability within the computer related
* Handling and overall control on all financial and Accounts related matters in the organization
* Prepare and Presenting Financial Reports
* Preparing payment requests and initiating payments and Payment follow up with customers.
* Vat return filing and keeping proper book keeping
* Petting
* Deal with Bank and relative activities.
* Preparing Salary payroll
* Systematic approach to the problem & Best trainer.
* Coordinates monthly, quarterly, and annually closing activities.

**SINCERE TAX SOLUTIONS**

**ACCOUNTS ASSISTANT (NOVEMBER 2012 - MARCH 2013)**

I had to carry out the following tasks:-

* Preparation of day book, Debtors’ and creditors’ Ledgers
* Checking of bank transactions through net banking and entering it in computer
* Recording of orders from customers
* Data entry in computer on their Company software
* Checking of vouchers and other bills
* Maintaining petty cash account
* Timely reporting to the chief accountant accurately

**EDUCATIONAL QUALIFICATION**

**BACHLORE OF COMMERCE DEGREE (B.COM Finance with computer Application) from FATHIMA MATHA NATIONAL COLLEGE (KERALA University) KERALA, INDIA**



**PROFESSIONAL ACCOUNTING SOFTWARE KNOWLEDGE & COMPUTER PROFICIENCY**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **Software Skills:** |  |  |  |  |
|  | ✓ Computerized Accounting | | | : | Tally ERP 9 |  |
|  | ✓ Office Packages | |  | : | Microsoft Office (MS Word, MS Excel, MS Power |  |
|  | Point) | |  |  |  |  |
|  |  | |  |  |  |  |
|  | **PERSONAL DETAILS** | |  |  |  |  |
|  |  | |  |  | |  |
|  | Name | | : | Jobin | |  |
|  | Fathers Name | | : | Vijayan |  |  |
|  | Date of Birth | | : | 24 December 1991 | |  |
|  | Age | | : | 28 |  |  |
|  | Marital Status | | : | Single |  |  |
|  | Nationality | | : | Indian |  |  |
|  | Languages Known | | : | English, Hindi, Tamil and Malayalam | |  |
|  |  | |  |  |  |  |
|  | **REFERENCE** | |  |  |  |  |
|  |  | |  |  | |  |
|  | Anup P. Bhatia – **HR Consultant**  Contact # 971504753686  Email: [feedback@gulfjobseeker.com](mailto:feedback@gulfjobseeker.com) | |  |  |  |  |
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**DECLARATION**

I do hereby certify that all the details and information provided are true and the best to my knowledge I would like to propose my above candidature, for any suitable position in your esteemed organization. If given an opportunity, I will surely prove myself to be a successful and loyal employee.

Look forward to hearing from you in anticipation.

Date :

Place : Dubai

Jobin