**Jobin**

Email: jobin.369325@2freemail.com

International City, Dubai

United Arab Emirates

**7901**

**Career Objective**

Seeking a responsible position with an opportunity for professional challenge to apply my skills and to support and enhance corporate objectives of the organization.

**EXPERIENCE**

**KPMG Global Delivery Center:** 2015 -2016

Cochin, Kerala, India

Designation: Associate - Audit

**Responsibilities**

* Often made part of a team that would do audits for the largest clients the firm had.
* Estimate time to complete a work request.
* Self-Review of the work requests as per standards.
* Ensure work is completed timely, accurately and error free.
* Communicating (verbal and written) with secondees, management and on-shore teams related to any issues and the status of work in

Progress.

**Synopsis**

• Honest and trustworthy

• Good administrative skills

• Good communication and

 Presentation skills

• Team player & Problem-solver

• Strong computer skills

• Multi-tasking

**Nila Agro Ways, Kerala:** 01**/**2015 – 09/2015

Kerala, India

Designation: Accountant

**Responsibilities**

* Posting and processing journal entries to ensure all business transactions are recorded
* Updating accounts receivable and issue invoices
* Updating accounts payable and perform reconciliations.
* Review and approved all daily basis accounts activities.
* Review monthly payroll.

**ITC Limited:** 06/2014 - 11/2014

Delhi, India

Designation: Executive - Finance

**Responsibilities**

* Monitor that all products are being properly stored and rotated using the FIFO method.
* Monitor that requisitions are properly completed and signed.
* Check all food & beverage deliveries for quantity and quality using daily order sheets.
* Count all Food, Beverage and Mini Bar inventories on a monthly basis
* Periodically keep a perpetual inventory on a random number of F&B items.

**Peniel Exporters, Kerala:** 2010 - 2012

Kerala, India

Designation: Accountant

**Responsibilities**

* Maintain General Ledgers and review and approved all journals and ensure all journals entries entered in the system correctly and accuracy.
* Review and approved all daily basis accounts activities.
* Review monthly payroll.

**Computer Proficiency and Other Qualification**

* **M S Excel**
* **TALLY ERP**
* **S A P**

**Academic Profile**

* **MBA in Finance and Marketing from**

**Bharathiar University, Tamil Nadu, 2012 – 2014**

* **B.Com. from Kerala University, Kerala, 2007 – 2010**

**Industrial Exposure & Projects**

* **Conducted Project cum Training on Working Capital Management at Oil Palm India Limited, Kottayam.**

**Personal Details**

**Date of Birth : 20-12-1989**

**Gender : Male**

**Marital Status : Single**

**Nationality : Indian**

**Passport Details : (Will provide on request)**

**Visa Status : Visit Visa**

**I** solemnly declare that the above furnished information are true and correct to the best of my knowledge and belief.

**Place : Dubai Jobin**