**SIBI**



**Visa Status: Visit Visa.**

**Accountant**

**Experience: 10 years (6 years Accounts & 4 years Accounts & Sales)**

# Objective

To work a challenging, friendly, organizing, offering job satisfaction, where my exposure and skill can be used in the best possible way, given me an opportunity for career development based on achievement and results. An accountant is mainly responsible for examining, analyzing, and preparing financial records and statements for a company/organization.

# Educational History, Qualification & Other Additional Information

* **S S L C, V H S E** (Accountancy and Auditing)
* **B.Com with Computer Application**

Mahatma Gandhi University,

Kerala, India. (UAE Embassy Attested)

# Computer Knowledge

* **Tally ,ERP,VAT**
* **MS-Office, Data Entry,**
* **Diamond ERP** (Accounting Software)

# Work History & Experience

**Accounts and Auditing works Nov 2018 to Nov 2019.**

**Freelance Accounts and Auditing works in Kerala**

**Accountant Cum Salesman**

**Dec 2014 to October 2018**

**AL. Waedhi Building Materials and Electricals, Manama, Kingdom of Bahrain**

**General Accountant**

**Jan 2011 to Feb 2013**

**Holy Angels’ Higher Secondary School**

**Kerala, India**

**Computer Tally ,Accounting Instructor**

**Jan 2010 to Dec 2014** (full time/part time)

**Computer Center of India Kerala, India**

**Accountant cum Audit Assistant**

**Jul 2008 to Dec 2009**

**Jose Maruthathu & Co, Chartered Accountants, Pathanamthitta, Kerala, India**

# Duties and Responsibilities in Accounts

* Preparation of Debtors & Creditors Reports,
* Purchase Order, Quotation, Bills, Receipt , Payment,
* Trading & Profit and Loss A/C,
* Balance Sheet,
* Journal, Ledger A/C ,Cash book, Day book, petty Cash
* Accounts Reconciliation, cash flow, fund flow.
* Manuel A/C, Book keeping, Delivery Notes, Invoices, etc.

# Personal Details

* + Date of Birth : 03/05/1987
  + Nationality : Indian
  + Sex : Male
  + Marital Status : Married
  + Language Known : Malayalam, English & Hindi
  + Personal Contact : [sibi-398554@2freemail.com](mailto:sibi-398554@2freemail.com)
  + Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504973598

# Declaration

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

Place: Dubai

Sibi