



## BIDHUN BIJU

### CONTACT

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Location: Abu Dhabi

### PERSONAL INFORMATION

D.O.B - 11 APR 1998

Gender - Male

Nationality – Indian

Marital status - Single

Passport No - T2585975

Visa exp Date- 18/03/2023

### EDUCATION BACKGROUND

#### ■ B. Com

Calicut university , Nirmala College of arts and science,(2015-2018)

#### ■ SAP (Finance & controlling)

Accounting service society,(2018-2019)

#### ■ Diploma in professional accounting

Accounting service society,(2018-2019)

### STRENGTH

- Confident and hard working with a positive attitude
- Team player with an ability to lead
- High team spirit
- Problem Solving
- Relationship Building

### LINGUISTIC ABILITIES

- English (Speak-Read-Write)
- Hindi (Read-Write)
- Tamil (Speak)
- Malayalam (Speak-Read-Write)

### ADDITIONAL SKILLS

- Computer proficiency
- fast accurate keyboard typing

### OBJECTIVE

Seeking a suitable position where my knowledge and experience would be fully utilized in a fast-paced environment, where making a significant contribution to success of the organization

### EXPERIENCE BACKGROUND

- ❖ Worked as cashier cum Accountant in iconic performance garage – Abu Dhabi, uae (2022)

#### Roles and Responsibilities:

- Preparation and updating expenses, cash book on a daily basis.
- Billing & Cash department
- Sales Invoice Preparation and monthly sales Reporting and analysis.
- Monitor vehicle maintenance activities.
- Provide customer information related to repairs.

- ❖ Worked as cashier cum accountant in Honda showroom (2020-2022)

#### Roles and Responsibilities:

- Set up and improved accounting systems and processes to meet business needs and maximize effectiveness of operations.
- Dealing with sales invoices, income, receipts and payments and Offering tailored financial advice to both individuals and companies.
- Reviewing company's financial accounts information and offering advice and support concerning risk prevention and business development.
- Monitoring and handling business expenses , Responsible for financial accounts including budgets and cash flow.
- Investigated and resolved variances in digital and physical records to promote record integrity.
- Tracked and recorded expenses and reconciled accounts to maintain accurate, current and compliant financial records.
- Reviewing operations and helping to increase success and reduce any risks.
- Support month-end and year-end close process.
- Provide accurate, timely, and relevant recording, reporting, and analysis of financial information.

### TECHNICAL SKILLS

Knowledge in various computer accounting skills such as,

- ✓ SAP (Finance and controlling)
- ✓ Tally with VAT and GST
- ✓ Quick book
- ✓ Peachtree
- ✓ Advanced Microsoft Office Skills MS excel, MS word

### DECLARATION

Here I am kindly declared that the above mentioned details all are true in the Best of my knowledge and believe.