

MEBIN MATHEW



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Address for Communication:

Building Number 1403

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Muwailah, Sharjah

United Arab Emirates

Personal details:

Date of Birth : 13.04.1995

Sex : Male

Nationality : Indian

Marital Status : Single

Passport No : P5350991

Visa Status : Residents

Hobbies

Reading Books

Travelling

Playing Chess

Education

- Completed 10th from St.Thomas high school manikkadavu in 2013.
- Completed 12th from Board of Higher secondary, Gujarat in 2016.
- Completed B.Com (SDE) from Kannur University in 2020.

Profile

A trilingual international relations university graduate who is extremely adaptable and able to work on his initiative. Highly confident in organizing and completing multiple tasks to set deadlines. Currently looking to contribute to the success of a company, which offers an opportunity for career progression and personal development within a customer-focused environment.

Career Objective

Seeking a challenging position with a progressive organization that will effectively utilize my knowledge and expertise, where I can grow with the organization and prove to be an asset for its effective functioning and be a team player for the achievement.

Personal Attributes

- Presentable, confident, and enthusiastic professional
- Trustworthy, hardworking, efficient, and highly organized individual with good communication skills
- Excellent customer service and public relations skills
- Proven ability to work in stress environment with less supervision
- Hardworking individual, responsible, efficient with an excellent work ethics
- Creative, innovative, and willing to contribute ideas and professional opinion
- Ability to work independently and as part of a team

Professional Experience

1. Works as an **Accountant** at ALFAIN Group of companies, Sharjah, UAE From 01-10-2021 onwards
 - Managed the team of 5 accounting specialists responsible for payroll, accounts payable and receivable, and billing.
 - Analyzed monthly and quarterly financial statements and presented the reports to senior management.
 - Maximized revenues by partnering with management to forecast rates based on market trends.
 - Manual and computerized accounting work has been maintained in the most.
 - Prepared UAE VAT Reports and Documents.
 - Settle corporate accounts and submit them to company clients for payment
 - Ran the settlement process for card transactions daily and recorded revenue to generate the report
 - Ensured compliance with federal and state financial laws.

Computer Skills

- **Tally** – Accounting Software
- Advanced knowledge in MS word, Excel and PowerPoint
- Excellent internet surfing skill
- Excellent analytical skill

Languages

- Fluent in English
- Malayalam as native
- Fluent in Hindi

2. Worked as an **Accountant** at Jetwings and Airline Academy, Kannur, Kerala from 15-03- 2020 to 15-09-2021

- Managed a new system of record keeping for employees to input all spending and record payments and invoices
- Review academy financial records, reports, and other information to check for accuracy and ensure details align with institutional goals and procedures
- Discuss the status of the institution's current financial standing with management and the owners of the organization
- Recommended several money-saving steps be taken during the first few months of my employment which helped to reduce the cost of operation

Declaration

I hereby declare that all the above-mentioned information and details are true of my knowledge.

Place: Dubai
Yours sincerely
Mebin Mathew