



TIGIN V ABRAHAM

ACCOUNTS ASSOCIATE

CONTACT

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- UAE – Dubai

PERSONAL DETAILS

Passport No: N8203003
Date of Birth: 13-04-1991
Nationality: Indian
Marital Status: Married
Visa Status: Visit Visa

CORE COMPETANCY AND SKILLS

- Knowledge in MS Office
- Good written and verbal communication skills
- Quick Learner
- Team player and leadership skills
- Time Management
- Meticulous and hardworking
- Highly Flexible

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

References

Available upon request

OBJECTIVE

To succeed a challenging position in industry where my capabilities can be exploited for both professional and organizational profit and provides ample scope for career growth.

EMPLOYMENT HISTORY

Accounts Associate, Muthottu Mini Financiers Ltd, Kerala, India

July 2017-July 2023

- Fund management and handling of cash
- Reconciling bank statements
- Handling customers for money transfer and foreign exchange
- Prepared daily and monthly reports and sent to higher authorities
- Supervised accounting activities
- Accounts receivables
- Accounts payables

Production In charge, Poly Capital (Water tank manufacturing Company),Kerala, India

August 2015-March 2016

- Overseeing production processes
- Planning production schedules
- Making decisions about equipment use and maintenance
- Estimating costs and preparing budgets
- Preparing production reports
- Ensuring products meet quality standards
- Supervising and evaluating the performance of production personnel

Promoter- Nokia, Digital Electronics, Kerala, India

June2011-September2013

- Representing the company in-store and at industry events
- Actively engaging with customers
- Present sales proposals to potential customers

EDUCATION

Bachelor of Business Administration, Mahatma Gandhi University, Kottayam, Kerala, India

2013