

JIBIN THOMAS IDIKULA

ACCOUNTANT

Email: jibin.th5@gmail.com

Phone: +971 553882297

Location : Sharjah, UAE



Career Objective:

Hard-working professional with 5+ years of experience and proven knowledge in customer needs assessment, customer communications, and staff training and development. Aiming to leverage my skills to successfully fill the Accountant role at your company.

Career Highlights:

- Worked as Accountant at Leyton Investments Services Pvt Ltd from September 2021 to August 2023.
 - Preparation of account summaries for Finalization with Financial Statement Analysis
 - Maintaining Cash, Bank accounts & Preparation of Bank reconciliation statements
 - Reconciliation of Bank, Debtors, Creditors & Stock
 - Preparation of year ending Schedules & Accounts for auditing
 - Interact with financial Institutions & Monitoring Bank Operations
 - Secures financial information by completing database backups.
- Worked as Accounts Assistant in Classic Scoobikes Pvt Ltd ,Ernakulam, Kerala from July 2019 to August 2021.
 - Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
 - Running Bank errands, such as Cash Deposit, cheque deposit etc.
 - Report to management regarding the finances of establishment.
 - Reconciles financial discrepancies by collecting and analyzing account information.
 - Processed company documentation, such as invoices and payment checks.
 - Check data input or verify totals on forms prepared by others to detect errors in arithmetic, data entry, or procedures.
- Worked as Accounts Assistant in Vedic Bio labs Pvt LTD, Bangalore from March 2018 to February 2019.
 - Provides financial information to management by researching and analyzing accounting data; preparing reports.
 - Downloading bank balances from electronic banking systems on a daily basis.
 - Documents financial transactions by entering account information.
 - Recommends financial actions by analyzing accounting options.
 - Ensuring that all cash management transactions are correctly recorded.
 - Reconciles financial discrepancies by collecting and analyzing account information.
 - Ensuring that all cash management transactions are correctly recorded.
 - Preparing invoices and then sending them out to the customer for payment.

Extra numeral Achievements:

Completed Certified Industrial Accountant (Modular) Course from Institute of Computer Accountants (ICA Cochin).

Academic Qualifications:

Course	School/College	Board/University	Year of Passing	CCPA/Percentage
B. Com	Bishop Abraham Memorial CollegeKerala	MG University	2016	64.4%
12 th	Immanuel Marthoma Central SchoolKerala	CBSE	2013	71%
10 th	Immanuel Marthoma Central SchoolKerala	CBSE	2011	76%

Technical Skill Set:

- Accounting software : Tally ERP 9
- Operating Systems : Windows
- Application Software : MS-Office (Word, Excel, PowerPoint)

Projects Done in Academic Level:

- Customer Perception towards Internet Marketing.

Personal Details:

Gender	Male
DOB	09 March 1995
Religion	Christian
Marital Status	Married
Language Known	English, Malayalam ,Hindi
Nationality	Indian
Passport No	R1989628
Visa Status	Visiting Visa