



ABIN JOSEPH

Nationality: Indian
Marital Status: Single
Date Of Birth: 08/01/1995
Passport Number: T 4841940
Issue Date: 19/03/2019
Expiry Date: 18/03/2029
Visa Status: Visit Visa

Mob: +971 557076242

Email: abinjoseph418@gmail.com

LinkedIn: www.linkedin.com/in/abin-j

Address: Khalifa Building, Room No 302

Satwa Roundabout, Dubai

SKILLS

- Communication
- Problem Solving
- Analytical Skill
- Learning
- Decision Making
- Ms word, Ms Excel, Ms Outlook
- SAP Hana, C C Banking, Tally

LANGUAGES

- ENGLISH
- MALAYALAM
- HINDI

EDUCATION

- M.COM (Finance)
07/2016 – 05/2018
CMS College Kottayam
- B.COM (Co-operation)
07/2013 – 03/2016
Govt College Manimalakunnu

OBJECTIVE

Competent professional with 4 years of work experience in Accounting and Banking. Highly motivated, results oriented and successful team leader who has delivered highest standards in challenging work environment. Seeking to be part of a world-class growth-oriented organization & contributing effectively to its developments by delivering valuable hard work, sincerity and to apply my full potential and capabilities and gradually ensure self-development. I desire to achieve a challenging position in the organization so that I can render my services towards growth of the organization.

EXPERIENCE

- **Accountant** 02/2021 – 09/2023
Lulu Saudi Hypermarket LLC
Dammam, Saudi Arabia
- **Accounts Clerk** 05/2019 – 01/2021
The Muvattupuzha Urban Co – operative Bank Ltd 556
Muvattupuzha, India
- **Accounts Assistant** 07/2018 - 03/2019
Globesta Auditors and Accountants –Kochi, India

JOB DESCRIPTION

- Maintaining and updating of Cash book and Ledgers
- Handled general administrative works
- Managing Accounts Payables and Receivables
- GR/IR Clearing
- Bank Reconciliation and credit card Reconciliation
- Maintain strong Relationship with vendors and clients
- Invoice Processing
- Keeping organized Financial records
- UAE Taxation
- Cash Management
- POS monitoring
- Posting and Processing Journal Entries
- Monthly Salary and Incentive Calculations.
- Inventory Reports preparation.
- Financial statement preparation.

DECLARATION

I do hereby solemnly declare that all the above Information furnished by me is true to the best of my knowledge and belief

ABIN JOSEPH