



To pursue a career in **Accounts/Finance/Logistics** in a dynamic company with responsibilities for upgrading, developing and implementing creative ideas and enhances my knowledge and skills for a long-term career prospective.

JEBIN SHOUKATH

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Abu Dhabi, UAE

Skill Highlights

- Highly committed and objective oriented.
- Ambitious and can work under pressure.
- Strong understanding of technical specification.
- Skilled in planning, co-ordination and leadership.

Personal Profile

Proficient in accounting across multiple contexts and environments for more than five years. Success oriented with a positive attitude, Self – confidence, hard work and perseverance strong sense of responsibility and self- motivation. Good written, oral & Internet personal communication skills.

Education

- Bachelor of Commerce (Kerala University)
- CA Foundation (Common Proficiency Test)
- CA Information Technology Training Certificate (ITT),
- CA Orientation Programmed Certificate
- Higher Secondary Certificate (Commerce)
- Secondary School Leaving Certificate

Technical Qualification

- SAP (Business One)
- Odoo ERP
- Tally ERP 9
- MS Office
- CBS (Core banking system using in banking sector)
- Basic Computer Knowledge

Experience

- Working as a **Senior Accountant** cum **Logistics Manager** with **Sigma General Contracting LLC & Build Hub Building Materials LLC** from 27th July 2021 to present.
- Worked as an **Accountant** with **Al Meera Kitchens LLC**, Abu Dhabi. 25th Oct 2017 to 26th July 2021.
- Worked as an **Accountant** with **Tip Top Auto Services LLC**, Al Quoz, Dubai. 12th Mar 2017 – 20th Oct 2017
- Worked as an **Internal Auditor** with **Muthoot Finance Ltd.** Ludhiana, Punjab, India. 26th Aug 2014 – 15th Feb 2017
- Working as an **Audit and Accounts Assistant** with **Shemeer &**

Languages

- English
- Hindi
- Malayalam
- Tamil

Personal Information

Nationality : Indian

Date of Birth : 19th Mar 1993

Gender : Male

Religion : Islam

Marital Status : Married

Passport No : W3966706

Visa Status : Employment

License No. : 2606740

Expiry Date : 27th Jun 2026

Duties & Responsibilities

- Preparation of Purchase orders
- Handling VAT Returns Under the UAE FTA Regulation.
- Preparation of Books of Accounts Manually and Computer Environment with Basic Accounting Principles.
- Preparation of Invoices, collection of account receivables and disbursement of expenses according to the accounting standard.
- Preparation of Financial Statements.
- Inventory and Petty Cash Handling of the company.
- Prepare Sales Report of the company
- Facilitate Project and Trading transactions of the business (Invoicing and Collection)
- Preparation of Bank Reconciliation Statements.
- Prepare Weekly Aging Report.
- Preparation of payroll and timesheet for the employees and transferring salaries to their accounts through WPS.
- Process Sales and Collection using ERP System.
- Prepare Statement of Account per customer
- Process payments to the supplier(payables) daily which includes proper matching of invoices/receipts, ensures proper computation of billing, encoding the exact amount payable to the financial system.
- Receive and arrange duplicate copy of invoices/delivery receipts from the Receiving Department.
- Initiate Internal Audit to Control the Effective Financial Management.
- Monitor promptly unpaid and overdue accounts and follow up with the customers and salesman.
- Taking Quotations from Shipping Companies and negotiation with them
- Proper coordination with suppliers and passing information to shipping agents.
- Proper documentation to clear the customs in UAE
- Coordinating with shipping company for customs payment and MOFA attestation of commercial invoices.
- Schedule delivery of materials to warehouse

Declaration

In view of the above particulars please consider my application for favorable action and give me an opportunity to work under your kind administration. Assure you that I will perform my duties honestly to the entire satisfaction of all concerned.

Place: Abu Dhabi

Date:

JEBIN SHOUKATH