

Sijin Abraham

Accountant



Results-driven Accountant with over four years of experience in financial management, including two years in Dubai. Proficient in Tally Prime and adept at VAT compliance, payroll management, and financial analysis. I have a proven track record of enhancing financial reporting accuracy and streamlining processes committed to delivering precise financial data and supporting compliance with UAE regulations, I am seeking to apply my skills in finance and accounting role where I can contribute to effective financial management and reporting.

Work History

2022-07-
2024-10

Accountant Cum Admin Officer

Al Sahm Elect. Equip. Maintenance - Sharjah, UAE

- Managed full accounting cycle, including ledgers, accounts receivable and payable, and cash operations.
- Prepared and filled VAT reports in compliance with UAE regulations.
- Performed bank reconciliations using Tally Prime to ensure accurate financial documentation.
- Processed invoices, handled cash deposits, and maintained precise financial records.
- Assisted in internal audits and ensured timely financial reporting.
- Collaborated with administrative teams to support office operations and payroll management.

2019-08-
2021-12

Accountant

SAM & COMPANY - Kerala, India

- Handled day-to-day accounting processes to drive financial accuracy.
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Gathered financial information, prepared documents, and closed financial books.
- Reconciled accounts and reviewed expense data, net worth, and assets, ensuring up-to-date and accurate records.

Education

2019

Master of Commerce (Finance), Mahatma Gandhi University, India

2017

Bachelor of Commerce, Kerala University, India

2014

Higher Secondary Education (Commerce) Kerala, India

Contact

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Skills

Cash Flow Management

Bookkeeping

Data inputting

Financial Reporting

Financial Analysis

UAE VAT Filing &

Compliance

Bank Reconciliation

Tally Prime and MS Office

(Excel, Word, PowerPoint)

Payroll Management

Personal Details

Date of Birth: 26/05/1997

Nationality: Indian

Marital Status: Single

Passport: U8639372

Visa Status: Visit Visa

Languages

English

Hindi

Malayalam