

CHIKKUMON MATHEW

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Address: [Bur Dubai, Dubai, U.A.E](#)

Scaling new heights of success with hard work & dedication and leaving a mark of excellence on each step; aiming for assignments as Software Engineer with an organization of high repute

PROFILE ABRIDGEMENT

- 6 Years 8 Months experience in accounts
- B.Com (Bachelor of Commerce)
- Well experienced in computerized accounting environment (Tally)
- Also proficient in MS Office Applications and internet.
- Have knowledge of accounting procedures, finance management, & nurture client relations.

SKILL SET

- Training skills, Problem solving, decision taking, ability to learn new things.
- Adaptive to new environment, organizing, neatness, documentation and inter-personal skills.
- Experience in Handling work pressure & meeting the deadlines.

EMPLOYMENT HISTORY

Since October 2018: **SAKSHAM MIDDLE EAST GENERAL TRADING L.L.C**

Key Result Areas

- Receive and verify invoices and requisitions for goods and services.
- Handled supplier & customer invoices.
- Prepared & posted financial vouchers.
- Maintained petty cash.
- Calculate and distribute wages and salaries.
- Assisting in follow up of payments and maintain office records
- Handling timely processing, payment and distribution of pay to employees.
- Prepare regular reports and summaries of accounting activities.
- Reconciliation of Bank Accounts.
- Preparing Weekly & Monthly sales and stock reports.
- Maintain the general ledger.

MAR 17-MAY'18: CHANDRATHIL DRUG HOUSE

Key Result Areas

- Maintain Cash transactions and monitor to see cash vouchers are with proper supporting & regular reconciliation of Physical Cash.
- Responsible for keeping the Books of Accounts and coordinating with Auditors
- Handled supplier & customer invoices.
- Prepared & posted financial vouchers.
- Maintained petty cash.
- Received and recorded invoices and arranged payments.
- Prepare and send invoices to debtors
- Prepare regular reports and summaries of accounting activities

JUNE '15-FEB 18': MADONA MARBLES AND GRANITES

Key Result Areas

- Maintain Cash transactions and monitor to see cash vouchers are with proper supporting & regular reconciliation of Physical Cash.
- Responsible for keeping the Books of Accounts and coordinating with Auditors
- Preparation of Pay Roll for the staffs in the Branch
- Preparation of Bank Reconciliation, Cash Flow Statements, Monthly and Daily Reports
- Handled customers' enquiries regarding the payments (cancellation of payment, amendments etc.,)

- Received and recorded invoices and arranged payments.
- Prepare and send invoices to debtors
- Prepare regular reports and summaries of accounting activities.
- Prepare financial statements and debtors' listings / Check customers' credit ratings
- Verify recorded transactions and report irregularities to Senior Accountant.
- Maintained all aspects of finance, accounting, marketing and data processing for the company.
- Reconciliation of Supplier Accounts and GL Control Accounts.
- Prepare invoices and delivery notes.
- Established and maintained close relationship with bank authorities and auditors, ensuring compliance with all regulatory bodies.
- Journalizing and reconciliation of Bank Transaction.

JUNE '14-MAY 15': AYYER AND CHERIYAN CHARTERED ACCOUNTANT

Key Result Areas

- Assisting Team Leader for Preparing Accounts Statement
- Preparing Customer Statement
- Preparing Monthly Statement
- Assisting Auditing
- Checking and Coordinate with Clients.
- Voucher, Purchase and Sales Preparing
- Posting Journal and Bank Entries on timely Basis

EXPERIENCE SUMMARY

Accountant and Accounts cum Audit Assistant

June'14-Aug'21

EDUCATION & CREDENTIALS

- Bachelor of Commerce from Govt. College, Kottayam, Kerala in 2014

PERSONAL INFORMATION

Date of Birth: 29/01/1994

Address: Ezhumayil House
Channanikkadu P.O
Kottayam

Marital Status: Married