

## SABIK KP



### PERSONAL DETAILS

DOB : 04/04/1998  
Nationality : Indian  
Sex : Male  
Passport No : T8650590  
Marital Status : Single

### Contact

Phone: +971 0545654689  
Email: [sabikpkl.123@gmail.com](mailto:sabikpkl.123@gmail.com)  
Visa status: Employment Visa

Address:  
Al-qouz,  
DUBAI  
UAE

### Skill highlights

- team management
- creative work
- strong decision maker
- Innovative
- complex problem solver
- service - focused

### Languages

**English:** Reading, Writing, Speaking  
**Malayalam:** reading, writing, speaking  
**Arabic:** Reading, Writing  
**Hindi:** Reading, Writing

## Objective

To specializing in finance and cost managing. Experienced with all stages of accounting section by using tally and mksoft accounting software. Also specialized in stock repot, auditing and Tax filing etc...

## Experience

- |                |                                |
|----------------|--------------------------------|
| ✓ Organization | Dubai gold and diamonds, India |
| ✓ Designation  | Junior Accountant              |
| ✓ Period       | 2018 to 2021 (3 years)         |

*Dubai gold and diamond is a multinational company including outlet in U.A.E*

### Responsibilities:-

- Handle full spectrum of financial and cost accounting including accounts receivable, accounts payable, general ledger, budgeting, forecasting etc...
- Monthly auditing and fixing unnecessary expense
- Responsible for day to day finance and accounts.
- Calculate trading and profit and loss account
- Accurate maintenance of bank reconciliation and solve all type bank related issues
- Create trial balance to rectify mistakes of ledger creation
- Engaging personality
- Work with senior Account Managers to manage large, complex Account issues for General clients.
- Monthly Profit analyzing
- Handle each customer transaction personally, efficiently and accurately
- Responsible for consolidated financial statement to understand financial stand of company
- GST (VAT) filing using excel spreadsheet.

## Education

Bachelor of Commerce: **Computer Application** – 2018 **Calicut University**

Accounting Course: **International Business Accounting And Taxation** – 2018 **Calicut**

- **Software handled:** Tally ERP 9, mksoft Accounting software, M.S Office

## DECLARATION

I hereby declare that above furnished information is true to the best of my knowledge and belief.

SABIK KP

