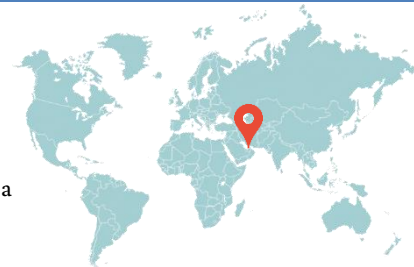




Jibin Pazhoor Abraham

Professional with 7+ years' experience in Accounts, Purchase & Operations

CAREER OBJECTIVE - To employ my knowledge and experience to secure a professional career with opportunities for challenges and career advancement, while gaining knowledge of new skills and expertise.



www.jibinpazhoorabraham.com jibinpabraham1994@gmail.com +971 50 71 202 99 Abu Dhabi, United Arab Emirates

PERSONAL DETAILS

Date of Birth : 01-Jun-1994
Visa Status : Visiting Visa
Passport No : U8620383
Issue : 09-Mar-2021
Expiry : 08-Mar-2031
Nationality : India
Marital status : Married
Driving License : UAE
Issue : 02-Feb-2021
Expiry : 01-Feb-2023
Languages Know : English
Business Fluent
Hindi
Proficient
Malayalam
Native

TIMELINE

Sep-2021 **Assistant Operations Manager**
Nov-2020 **Future Amal Foodstuff Catering** ↗
Oct-2020 **Purchasing Manager**
Apr-2019 **Future Amal Foodstuff Catering**
Mar-2019 **Accountant General**
Sep-2017 **Future Amal Foodstuff Catering** ↗
May-2017 **Chief Accountant**
Oct-2016 **Jeff Builders** ↗
Oct-2016 **Branch Manager**
May-2015 **Manappuram Finance Ltd** ↗
May-2015 **Accountant**
Apr-2014 **Well Care Building Contracting & Construction**

AWARDS & ACHIEVEMENTS

- Appreciation For Heading Best Branch In Thiruvankulam, Kerala And 4th Branch In India for, Online Gold Loan-2016
- Electoral Roll Ambassador in Pathanamthitta District, Kerala, India -2014 ↗
- College NSS Volunteer Secretary -2014 ↗
- Best Student of the Year -2011 ↗
 - ❖ *SNDP Higher Secondary School, Venkurinji*
- Kerala School Kalolsavam - A-GRADE-Speech Competition-2010 ↗
- 52nd Kerala State School Games, Wrestling and athletic championship - Participant -2008 ↗
- XXVII Kerala State Bays Handball Championship – Participant-2007 ↗

TECHNICAL SKILLS

ERP Software
Tally ERP9, F5salestracker
Marketing
Google AdWords & Analytics, Facebook
Advertisements and Google My Business
MS Office
Excel, Word, PowerPoint, Access, Outlook
System Configuration / Live
OS Formatting / Instalation, Network
troubleshooting, OBS Studio, Youtube Live
Live Streeming Support, Data Backup
Other Software's
PhotoShop, Illustrator, Corel draw, Adobe Premier
Microsoft Visio

SOFT SKILLS

Communication, Creativity, Problem Solving, Adaptability, Teamwork, Quick learning

PERSONAL INTERESTS

Cyber security, Social Work, Reading

EDUCATION

Master of Business Administration in Finance (MBA) CGPA: 84.4%
Mahatma Gandhi University, India

Bachelor of Commerce (B. Com) with Computer Application CGPA 2.11
Mahatma Gandhi University, Kerala, India

Higher Secondary Education-Commerce with Computer Applications
Department of higher education, Kerala, India

CERTIFICATES & COURSES

Certified course in Graphic Design
BSS National Development agency promoted by Government of India (10/2014) ↗
Certified course in MS Office
BSS National Development agency promoted by Government of India (10/2014) ↗
Certified course in Banking and Accounting NCVT Govt. Of India 0345-ban101-B00035531 (12/2013) ↗
Essential Food Safety Training (EFST) Certificate ↗

SEMINARS/CONFERENCE PARTICIPATED

- National Seminar on "Trade & Commerce: a transference model in the e-commerce era" - 2014 ↗
- MG University Inter College Camp 2014 ↗
- National Service Scheme Volunteer 2012-2014 ↗
- Volunteer Secretaries Training Camp -2012
- Volunteer's Leadership Training District Level Workshop Conducted by
 - National Service Scheme -2009 ↗
- National Service Scheme Volunteer 2009-2011 ↗

WORK EXPERIENCE

Assistant Operations Manager

Future Amal Foodstuff Catering,

Abu Dhabi, UAE (11-2020 to 09-2021) www.amalfoodz.com



Responsibilities:

- Assisted operations manager in the day to day running of the organization
- Evaluated the company's present operational goals and proposed ways of improving important business areas.
- Monitored, tracked, analyzed, and reported on performance on social media platforms using tools such as Google Analytics and Facebook insights.
- Implemented internal and external security protocols and procedures to prevent potential security threats. Supervising and giving feedback to IT staff.
- Managed all social media channels such as Facebook, YouTube, Google AdSense, and managed Google Business.
- Handled employee visa process
- Case documents handled -ADJD

Purchasing Manager

Future Amal Foodstuff Catering,

Abu Dhabi, UAE (04-2019 to 10-2020) www.amalfoodz.com



Responsibilities:

- Negotiated price, contracts and terms of the agreement.
- Handled at least monthly purchase of 2.2 million UAE dirhams
- Evaluated and compared the offers from suppliers
- Purchase materials, plan inventory and oversee warehouse efficiency
- Discussing and defining prioritized criteria
- Maintained the supplier database, purchase records, and related documentation
- Managed daily purchasing activities, supervising staff, and allocating tasks

Accountant General

Future Amal Foodstuff Catering,

Abu Dhabi, UAE (09-2017 to 03-2019) www.amalfoodz.com



Responsibilities:

- Prepared financial statements on monthly basis. Fund forecasting and prepared budgets.
- Identified financial fraud and suggested appropriate solutions.
- Internal Audit of accounting ledgers and resolving the errors
- Implemented customer credit policies
- Review and recommend modifications to accounting systems and procedures
- Verifying, allocating, posting and reconciling accounts payable and receivable
- Reconcile Bank, accounts payable and receivable
- Compute taxes and prepare tax returns

Chief Accountant

Jeff Builders,

Kerala, India (05-2016 to 05-2017) www.jeffbuilders.com



Responsibilities:

- Prepared financial statements.
- Coordinated with external auditors in annual audit and with internal quarterly group audit.
- Developed and implemented corporate credit and collections policies.
- Assisted in preparation and submission of tax returns such as income tax, sales tax, corporate taxes, and service tax, etc.
- Responded to accounting inquiries from top management in a timely fashion

Branch Manager

Manappuram Finance Ltd

Kerala, India (05-2015 to 10-2016) www.manappuram.com



Responsibilities:

- Coordinated between departments and operating units in resolving day-to-day administrative and operational challenges.
- Team management and Supervision. Identified areas of improvement and proposed corrective actions to meet challenges and leverage growth opportunities
- Created plans and forecasts for meeting future needs
- Assisted with customer service to ensure overall customer satisfaction
- Assessed local market conditions and identified current and prospective sales opportunities

Accountant

Well Care Building Contracting
& Construction

Kerala, India (04-2014 to 05-2015)



Responsibilities:

- Entered daily transactions relating to accounts payable and receivable.
- Procurement and maintenance office stocks
- Developed and maintained relationships with key partners and title companies for business development,
- Maintained all confidential company files and documents

DECLARATION

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

Jibin Pazhoor Abraham