



SEBIN C GEORGE

Accountant Executive

AL KHAL GATE- 46,
AL QUOZ, UAE.

+971-568 708 681

sebingeorge98@yahoo.in

OBJECTIVE

Enthusiastically seeking a challenging and leading position in a demanding and task-oriented organization, which would allow me to utilize my skills and capabilities in a strategic, innovative and analytical way.

EDUCATION

Bachelor of Commerce, From
MG University, India,

IT/ERP EXPOSURE

- Worked in Tally ERP 9
- Worked in Microsoft Office Tools
- ERP Tools
- Worked in Net sonic software

EXPERIENCE

2020 July on wards

Accounts Executive • Zodiac Auto Services LLC

The key areas handled by me are: -

- Processing of Sales Invoices
- Processing of local supplier payments on the basis of monthly cash flow
- Processing of import supplier payments through online
- Processing the payment requests from various departments, employee advances, etc.
- Monitoring Jobs closing
- Attending supplier calls
- Preparing Purchase Orders
- Petty cash vouchers posting & preparation of reimbursement cheque
- Managing of HR Documents
- Calculation of Tax
- Assisting in day to day running of the Accounts department
- Respond to customers request for proof of delivery payment receipts & copies of invoices
- Acknowledging the receipt of cash & cheques & accounting the receipts, depositing the receipts into bank
- Handling of petty cash
- Verification of receipts
- Correspondences with bank

2017 March to 2020 June

. Accounts Executive. Amzan Group of Companies

- Keeping a credit watch on problematic accounts
- Verification of Receipts
- Sorting out billing / debtors related queries
- Handling Petty Cash
- Managing of HR Documents

KEY SKILLS

- Can adapt quickly to varying business cultures.
- Quick at learning new concepts and technologies and putting them to use.
- Good communication and interpersonal skills.
- Strong organizational skills and ability to manage multiple tasks in parallel

- Correspondences with bank
- Preparation of Profit & Loss Account and Balance Sheet
- Calculation of Taxes
- Handling of petty cash
- Correspondences with bank
- Reconciliation of local & foreign suppliers accounts

PERSONAL INFO

- date of birth - 26 June 1993
- sex - male
- nationality - Indian
- marital status - Single
- passport no - M3017444
- passport issued - Cochin
- passport expiry - 22/10/2024
- visa status - Employment visa
- **license** - **Valid UAE license**

LANGUAGES

- ENGLISH
- HINDI
- MALAYALAM
- TAMIL

DECLARATION

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

SIGNATURE