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Abu Dhabi, UAE



## HIGHLIGHT OF SKILLS

- Accounting Vouchers
- Receivables
- Accounts Payables
- Inventory Controls
- Payroll Deposits
- Bank Reconciliation
- Petty Cash
- Report Preparation
- Financial Statements
- Documentation
- Time Management
- Experience Working On Tight Schedules

# ABIN RAJU

## ACCOUNTANT

3 YEARS OF PROFESSIONAL EXPERIENCE

### CAREER OBJECTIVE

I am looking forward to join a vibrant and exciting organization where I can utilize my skills in Accounts & Finance and keep good performance.

### WORK EXPERIENCE

- ❖ **General Accountant**  
Jaber Measam Foodstuff LLC(Dec2018– June2020), Dubai, DIP-2
- ❖ **Accountant**  
Praveen CP, Chartered Accountant (Jan 2017 – Sep 2018)Kerala, India

### JOB PROFILE

- Prepare & Maintain all the accounting entries and ensure that it is posted to the proper accounts
- Preparing Vouchers, Invoices, Payment vouchers, Receipts & Manage Purchase and sales returns
- Maintain Payroll And Benefits & supervising the payroll operational functions
- Organize and update the company's tax/VAT database
- Manage Receivables and Payables by Preparing ageing reports, Calculating reimbursement bills, Tracking & Reconciling Receivables & Payable etc
- Ensure Stock levels in stores and maintain through monitoring stock and liaising with stores planner for optimal replenishment and internal stock transfer
- Responsible for month end closing procedures includes balance confirmation of accounts, recording monthly accruals, Prepaid, Differed, Depreciation & Amortization, provisions and other adjustments etc...
- Preparing and reporting for the Monthly & Quarterly financial statements and accompanying analysis

- ⦿ Manage the Fixed Asset Register of the Company & Ensuring proper allocation of Depreciation
- ⦿ Liaison with all levels of management, departments, internal and external auditors, banks, regulatory agencies, suppliers and customers
- ⦿ Coordinate with external auditors to ensure completion of auditor's report and other audit matters
- ⦿ Provide time to time information to the Management

## EDUCATIONAL QUALIFICATION

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- ⦿ Master of Commerce (M.Com) MG University, Kerala
- ⦿ Bachelor of Commerce (B.Com) MG University, Kerala
- ⦿ Certificate in International Financial Accounting, (IIA) Kerala, India
- ⦿ Certificate in Taxation (Institute of International Accountants, Kerala-India)

## IT SKILLS

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- ⦿ Microsoft Office Packages
- ⦿ Accounting packages – Tally ERP 9, Vissac & Vissin
- ⦿ Confident to do any Accounting Software

## PROFESSIONAL SKILLS

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- ⦿ Organizing tasks
- ⦿ Encouraging people
- ⦿ Hard working
- ⦿ Positive Attitude
- ⦿ Time management

## PERSONAL DETAILS

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Date of Birth : 25/10/1994  
Gender : Male  
Nationality : Indian  
Marital status : Single  
Religion : Christian  
Languages known : English, Malayalam  
Passport Number : L7246333  
Visa Status : Visit Visa (Immediately Can Join)  
Visa Validity : 01/04/2021  
Home Address : Thekkekarakunnathu(H)  
Kurichithanam P.O  
Uzhavoor, Kottayam  
UAE Driving License : 4061473

## REFERENCE

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Reference will be provided on demand.