

CURRICULUM VITAE

JOBISH MATHEW

Baniyas East, Street 7

Abudhabi, UAE

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Visa Status: Employment Visa



Career Goals

Seeking a rewarding position within a progressive environment, involving high degree of responsibility, offering challenging assignments, which will capitalize on my accumulated knowledge, skill and experience to provide an atmosphere for professional growth based on Performance.

Work Experience

COMPANY	DESIGNATION	PERIOD OF WORK
NOOR BANIYAS HYPER MARKET (Creative Group Of Company Head Office) , UAE	Accountant Executive Cum HR Admin	2018 April - Till Date
SEAGULLS RESTAURANT PRIVATE LTD , Kochi, India	Branch Accountant	Oct 2016 – 2018 March
POWER TECH , Bangalore	Accountant Assistant	May 2014 – Sep 2016

Duties and Responsibilities

- ❖ Prepare monthly financial statements for company
- ❖ Ensure accurate and timely monthly close activities
- ❖ Prepare monthly Account Reconciliations
- ❖ Review and verify accuracy of reported data
- ❖ Present all monthly and year-end financial reports

- ❖ Analyze and interpret financial reports and records
 - ❖ Ensure compliance with all statutory and company requirements
 - ❖ Review accounts payable and accounts receivable
 - ❖ Develop and implement internal controls and procedures
 - ❖ Produce analyses regarding capital asset acquisitions
 - ❖ Prepare Cash flow Statement, P/L account & Balance Sheet.
 - ❖ Prepare monthly Bank Reconciliation
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Education

- M.Com –RVS college Of Arts And Science ,Coimbatore , Tamilanadu - 2012-2014
 - B COM – Mary Matha Arts and science College , Kannur , - 2009-2012
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Computer Skils

- ❖ MS Office Applications and Tally ERP 9
 - ❖ Wings , SFA
 - ❖ Acro Bis
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Personal Details

Nationality	:	Indian
Gender	:	Male
Date of Birth	:	13/01/1991
Marital status	:	Single
Passport Number	:	K3966584
Date of expiry	:	19/04/2022
Language known	:	English, Malayalam & Hindi

Declaration

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

JOBISH MATHEW