

# SEBU MATHEW

Accountant



## Profile

Versatile team player eager to contribute a strong finance, accounting, & administrative background toward actively supporting the success of a progressive organization offering opportunities for growth in exchange for superior performance.

## Educational Qualifications

- ✓ Bachelor of Commerce – 6.5 GPA , MG University , SB College, Changanacherry
- ✓ Higher Secondary – St.Peter's Higher Secondary School, Kurumpanadom

## Work Experience

**Assistant Accountant** **May 2019-April 2020**  
**Video Tracks -Sun Direct DTH Distributor**

### Key Tasks

- ✓ Apply sharp organization, analytical and multitasking abilities toward managing accounts payable, general ledger transactions, accounts receivable, daily invoicing, cash posting, and multiple account reconciliations.
- ✓ Compiled and prepared detailed financial statements, management reports and journal entries.
- ✓ Steered reconciliation of bank and credit card accounts.
- ✓ Facilitate sales order process from initial receipt, confirmation and updating through timely delivery.

## Contact Information

- ☎ +971547154359
- 📍 Al Quoz, Dubai
- ✉ [Sebu.mathew92@gmail.com](mailto:Sebu.mathew92@gmail.com)

## Skills

- Team Working
- Target Driven
- Leadership
- Communication Skills
- Quick Learner
- Good Listener
- Multitasking
- Result oriented

## Computer Literacy

- Tally ERP 9
- Microsoft Office
- Internet and Email

- ✓ Good knowledge in Tally ERP 9, Microsoft Office and Excel.

### **Accountant Trainee** **V.D Kuriakose & Co. Tax Consultants**

**April 2018- April 2019**

#### Key Tasks

- ✓ Monthly Return Filing
- ✓ Developed and produced Excel spreadsheets for P&L, balance sheet, income summary, and trial balance.
- ✓ Handling daily cash and card requirements.
- ✓ Calculated bills for services rendered and collected and processed customer payments.
- ✓ Pick up and sort daily incoming correspondence and deliver sorted mail to addressees.

## Personal Profile

Date of Birth : 11<sup>th</sup> December 1997

Nationality : Indian

Passport No : S6905246

Visa Status : Visit Visa

Availability : Immediate

## Declaration

I do hereby declare above particulars given by me are true and accurate to the best of my knowledge

Place: Dubai