



JUBIN BABU

ACCOUNTS & ADMIN PROFESSIONAL (MBA-FINANCE)
WITH 10 YEARS OF GULF EXPERIENCE



To secure a challenging position where I can effectively contribute to the growth and success of the organization and simultaneously contribute to my skills and acquiring knowledge on the road to success.

CONTACT

- +971 559209958
- jubingbabu@gmail.com
- Dubai, UAE

KEY SKILLS

- Team Work
- Attention to detail
- Analytic Skills
- Resilience and Adaptability
- Organization Skills
- Hardworking
- Interpersonal Ability
- Detail Oriented
- Time Management

COMPUTER PROFICIENCY

- MS Office ☆☆☆☆
- Quick books ☆☆☆☆
- MS Outlook ☆☆☆☆
- Tally ☆☆☆☆
- Peachtree ☆☆☆☆
- Omega / Sage ERP ☆☆☆☆
- Promise ERP Software ☆☆☆☆

LANGUAGES

- English ██████████ 90%
- Hindi ██████████ 80%
- Malayalam ██████████ 100%

ACADEMIC CREDENTIALS

MBA IN FINANCE | 2012

- Madurai Kamaraj University, India

BACHELOR OF COMMERCE | 2010

- Kerala University, India

EMPLOYMENT CHRONICLE

ACCOUNTS EXECUTIVE | Jan 2019- Present

AL SHARQ AL AQSSA TRADING CO LLC, DUBAI(FMCG)

KEY RESPONSIBILITIES

- Prepares asset, liability, and capital account entries by compiling and analyzing account information
- To be responsible for day-to-day finance and accounts operations.
- Preparation of customer's SOA for payment follow up
- Bank reconciliation
- Issuing Commercial Invoices and Delivery Notes to clients
- Maintaining Petty cash funds and preparing petty cash expense on a monthly basis
- Utility bill payments (monthly)
- Monthly reporting of company's financial reports
- Monthly reporting of company's KPI
- Providing assistance to external auditors
- ACN&FCN's entries with proper Authorization and approval basis.
- Managing and filing of VAT Returns

ACCOUNTS & ADMINISTRATION EXECUTIVE | Jun 2014 – Nov 2018

UNITED DECORATION COMPANY L.L.C, (BELHASA GROUP), DUBAI

KEY RESPONSIBILITIES

- Follow up on receiving the goods purchased with their shipping expenses bills from the demand planning department, on weekly basis, for accounting. (Bills such as: supplier invoice, customs report, freight invoice, clearance invoice, etc.).
- Pro related works
- Secretary works (Preparing Quotations, Letters & Customer Service Preparing Employment offer letters, Agreement, Leave Salary & Final Settlements).Vehicle Registration/Passing related works
- Payment Follow up
- Monitor the discrepancies between the Item Receipts value and Supplier Invoice value and report discrepancy, if found, to demand

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness and a positive language
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT**-Management skills to direct others and review others performance.

DRIVING LICENSE DETAILS

- **Holder of Valid LMV Indian& UAE Driving License**

INTEREST



Music



Travelling



Reading

REFERENCE

- Available upon request



- Update the petty cash expenses on the system on weekly basis, monitor appropriate use of the fund, and report any abuse of the cash spent to the management, if it contradicts with the Company's internal policies or have been released without the prior approval of concerned managers/supervisors.
- Prepare all bank accounts reconciliation on monthly basis.
- Review & record all kind of expenses & suggestion for cost reduction.
- Prepare the monthly companies reconciliation by 10th of each month, and report any mismatching figure to the concerned accountant to adjust their books.
- Assist in the completion and accuracy of income statements data by 15th of each month.
- Payments with credit term must be checked properly.
- Differences in amount should be accompanied by an approved correction plan, and that are properly closed.

ACCOUNTS & ADMINISTRATION EXECUTIVE | Jun 2012 – May 2014 COOL HOME TRADING LLC, SULTANATE OF OMAN

KEY RESPONSIBILITIES

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations.

PERSONAL DOSSIER

Gender : Male
Date of Birth : 16-01-1990 (32 Years)
Marital Status : Married
Nationality : Indian

PASSPORT DETAILS

Passport No : S 9405165
Date of Expiry : 25-11-2029
Visa Status : Employment Visa (Transferable)

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

Place : Dubai

JUBIN BABU