



NOBIN JOSEPH

+971-54 4327267

nobinrulezz@gmail.com

PERSONAL INFORMATION

Date Of Birth : 04-06-1992
Gender : Male
Nationality : Indian
Passport No : W5369249
Visa Status : Resident Visa
Marital Status : Married

STRENGTHS

- ◇ UAE Driving License
- ◇ Quick Learner
- ◇ Dedicated and Self Motivated
- ◇ Leadership Quality
- ◇ Team Worker
- ◇ Impressive
- ◇ Convincing skills
- ◇ Target Oriented
- ◇ Ability to analyse
- ◇ Positive attitude
- ◇ Working under deadline and pressure
- ◇ Hard worker
- ◇ Loyal, Sincere

SKILLS

Tally 9 with VAT
Oracle
Focus – Focus 8,
SAP – Finance (Basic)
ERP next
MS Office (MS Excel and MS Word).

LANGUAGES KNOWN

English : Fluent
Hindi : Fluent
Malayalam : Fluent

INTERESTS

Listening Music
Watching Movies
Travelling.

CAREER OBJECTIVE

To join a well reputed and professionally managed organization which is challenging and demanding where my skills and experience would be utilized to the optimum. My qualification and experience along with my willingness to work hard, give me the confidence to learn and contribute to the organization.

WORK EXPERIENCE [8 Years]

Accountant - General

Blue Rhine General Trading LLC | 2014 to 2018

Accountant - General

The Switch Company Control Systems | 2018 to 2019

Accountant - General

Office Of H.H Sheikh Mansoor Bin Zayed Al Nehyan
2019 to 2021

Senior Accountant

Bin Butti Group
2021 to Till Date

CORE COMPETENCIES

- | | |
|------------------------------------|-----------------------------------|
| ■ Finance & Accounts | ■ Account Reconciliation |
| ■ Internal, Statutory & Tax Audits | ■ Cash Management |
| ■ MIS & Reporting | ■ Accounts Receivables & Payables |
| ■ VAT | ■ Budgeting & Forecasting |

- ◇ Preparing the monthly financial results and completing the reporting requirements
- ◇ Conducting detailed analysis of accounts, preparing month-end reports and presenting findings to top level management
- ◇ Scrutinising entries passed and reconciling the company's general ledger
- ◇ Generating and filing the necessary monthly, quarterly, annual tax forms according to respective country laws
- ◇ Performing review of the monthly Business Activity Statements and Balance Sheet reconciliation
- ◇ Monitoring the stock level and performing inventory reconciliation
- ◇ Performing review of salary process and benefits entitlements and ensures authorization of monthly payroll as per established policies and procedures
- ◇ Driving the team towards month-end reporting, finalization of ledgers and delivering financial statements
- ◇ Coordinating with accounts payables & accounts receivables team to ensure invoices are uploaded and paid
- ◇ Maintaining the Trial Balance and Balance Sheet along with the monthly & yearly budget
- ◇ Administering the monthly closure of books, accounts payable and MIS & Reporting activities
- ◇ Steering the ERP implementation and training team members
- ◇ Costing.

EDUCATION

Bachelor of commerce (B.COM)

University of Kerala | 2010 - 2013
(Specialization in Accounts & Tax)

I hereby certify that the above particulars are true and correct to the best of my knowledge.

NOBIN JOSEPH