

Curriculum Vitae

JOBIN CHELLATHURAI

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OBJECTIVE:

I am looking for a job, which is challenging and rewarding. I strongly believe in having a passing for the job that shall empower me to excel in undertaking and overcome any obstacle that lie ahead of me. I would also like to be a part of a people-oriented organization, which encourages innovation and provides opportunities for personal growth.

PERSONAL INFORMATION:

- Nationality : India
- Date of Birth : 29-09-1993
- Gender : Male
- Marital Status : Married

QUALIFICATION:

- Bachelor of Commerce
MS University in Tirunelveli, Tamil Nadu, India

WORK EXPERIENCE:

- **B. Thanu Pillai & Co.,**
Position : Auditor Trainee
Period : 1 years
Location : India
- **Felix & Co.**
Position : Senior Audit Assistant
Period : 1 years 6 months
Location : India

Duties and Responsibility

- Check all accounting and client's databases are updated and functioning properly. • verify and inspect accounts receivable and payable ledgers and general ledger for its accuracy.
- Check and verify accounting books and records are in conformity with industry practices and corporative policies.
- Verify of the documents regarding various types of loan such as cash credit, housing loans, vehicle loans, business loans and education loans.
- Preparation / Finalization of accounts i.e. preparation of profit & loss A/c & balance sheet.
- Check inspect and reconcile bank deposits and payments.

□ Al Emarat Security Services

Position : Security Officer

Period : 6 years

Location : Abu Dhabi (UAE)

PERSONAL SKILLS:

- Positive Work Attitude
- Interpersonal Skills
- Assertiveness
- Excellent Time management
- Interact with customers
- Good communication skills

COMPUTER KNOWLEDGE:

- MS Office Word
- Excel
- Power Point
- Tally
- Internet & Email Browsing

PASSPORT DETAILS:

- Passport no : M2108555
- Issue date : 16-09-2014
- Expiry date : 15-09-2024
- Visa status : Visit Visa

UAE DRIVING LICENSE DETAILS:

- License no : 2531007
- Issue date : 17-12-2019
- Expiry date : 24-11-2026
- Permitted Vehicle : Light Vehicle (Manual)
- Place of Issue : Abudhabi

LANGUAGE:

- Arabic
- English
- Hindi
- Tamil
- Malayalam

DECLARATION:

I hereby declare that above mentioned details are true and correct and best of my knowledge.

JOBIN CHELLATHURAI