

CONTACT

JOEL MATHEW

Accountant

✉ joelperumpallil@gmail.com

☎ +971-543818259



OBJECTIVE

To pursue a challenging career an opportunity to contribute effectively and sincerely for the growth of the organization and an opportunity to utilize my technical skills for continuors growth and learning are waybof my life

EXPERIENCE

01.02.2022 -
30.1.2023

- **JUNIOR ACCOUNTANT**

Orison corporate service

- Preparation of internal final accounts (journal, cash book, ledger accounts, final accounts, accounts payable and receivables etc.) In SAP, TALLY, MS OFFICE XL etc.
- Maintain and update General Ledger account up to finalization
- Debtors follow and timely collection within the credit period

Accounting Entries

- Verifying the journal entries in the books of accounts and ledger posting
- Verifying the Employee's registration with all the related information .
- Verifying the calculation of leave pay
- Verifying calculation of Employee's final settlement

EDUCATION

2022

- **Tally**
Veeksha education

2022

- **PG Diploma in corporate accounts with SAP**
Veeksha education

2021

- **B.A Economics**
Pazhassiraja college pulpally, calicut university

2018

- **Plus two, commerce**
GHSS Perikkalloor

2016

- **10th**
Nirnamala H.S kabanigiri,

PERSONAL ABILITIES

- 1.Ability to build a team with critical and successful skills
- 2.Goal oriented and seeking perfection kind of an individual.
- 3.Positive attitude and confidence in my activity.

- 4. Committed and Dedication in work.
- 5. Good Communication skills.

COMPUTER KNOWLEDGE

- TALLY erp 9
- Microsoft Office Excel
- SAP FICO
- Peachtree
- QuickBook
- Zoho

PASSPORT DETAILS

- Passport No: - X6587082
Place of issue - Kozhikode
Date of issue - 10/03/2023
Date of expiry - 09/03/2033

PERSONAL DETAILS

Father's name	- Shibu Joseph
Date of birth	- 02/03/2001
Sex	- Male
Marital status	- Unmarried
Religion	- Christian
Nationality	- Indian
Visa status	- Visiting visa
Languages known	- English, malayalam, tamil