



**PERSONAL DETAILS**

**gisbinansp@gmail.com**  
 **971522348221**  
 **Albarsha Near Emirates Mall Dubai**  
 **Male**  
 **Indian**

**LANGUAGES**

**English**  
**Hindi**  
**Malayalam**

**VISA STATUS**

**Visit Visa**

**PASSPORT DETAILS**

**Passport : U7050533**  
**Date of issue : 03/02/2020**  
**Date of expiry : 02/02/2030**  
**Place of issue : Trivandrum**

**WORK EXPERIENCE**  
**2 YEARS IN ACCOUNTS**

**ALTERNATIVE CONTACT DETAILS**

**gisbinansp@gmail.com**  
**+971-522348221**  
**+91-9946937064**

**CAREER OBJECTIVE**

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise

**WORK EXPERIENCE**

**ACCOUNTANT ( ACCOUNTS ASSISTANT)**

**CHARTERED ACCOUNTANT AND TAX CONSULTANCY** APRIL 2022 - OCT 2022

- Assisting in research , filing data entries ,and maintaining precise financial records.
- Validating financial statements , ledger, and rectifying errors as required .
- managing monthly , quarterly, and annual closures
- Safeguarding financial data through regular database backups
- Ensuring accuracy through regular updates. as needed
- Balancing accounts payable ,accounts receivables, and bank statements
- Bank reconciliation ,maintaining daily petty cash transactions
- Accounting all expense and every sales invoices,reconcile cash drawers and sales receipts

**ACCOUNTANT**

**T AND T ROOFMASTER HARDWARE SHOP**

**DEC 2020 -FEB 2022**

- Process journal entries to ensure all business transaction are recorded . substantiate financial transaction by auditing documents and entering accounts information
- Update financial data in accounting system to ensure that information will be accurate and immediately available when needed
- Compile and analyze financial information to prepare monthly and annual accounts ensure financial record are maintained in compliance with acceptance accounting standard and firm's policies and procedures asset in the preparation of financial report ,ensure accurate and timely monthly ,quarterly and year end close

**EDUCATION**

**CERTIFICATE IN TALLY WITH GST AND GCC VAT** APRIL 2021

**BSS COMPUTER COLLEGE RANNI**

**B.COM COMPUTER APPLICATION**

**Jul 2016 - May 2019**

**Mes College Erumely**

**ACCOMPLISHMENTS**

**TALLY ERP9 , TALLY PRIME R.NO:GLW25380 ID.NO : WA/BS/063**

**SKILLS**

**TALLY ERP 9 / SAP / QUICK BOOK / ZOHO / EXCEL / GCC VAT**  
**Financial analysis / Budget / Bookkeeping**  
**Account Reconciliation processes / Data analysis / Tax Report / Analytical Skill / Project Management / Decision Making / Team work Forecasting / Leadership / Problem solving /Communication**