

# CURRICULAM VITA



## **FEBIN T S**

**(ACCOUNTANT)**

### **Contact Information**

**Mobile:** +971509377472

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**Address:** Abdulla Building

Near 32A St

Deira Dubai

### **Personal Information**

**DOB:** 29-07-1997

**Nationality:** INDIAN

**Passport No.:** V9524201

**Place of issue:** Cochin

**Date of Issue:** 06/05/2022

### **Gender**

Male

### **Material Status**

Single

### **Languages**

- English
- Malayalam
- Hindi
- Tamil

### **OBJECTIVE**

An experienced accountant with a strong background in financial analysis, budgeting, and tax compliance. Proficient in using various accounting software and tools to track and reconcile financial transactions. Skilled in preparing accurate financial statements, reports, and forecasts. Demonstrated ability to identify cost-saving opportunities and improve efficiency in financial processes. Detail-oriented, organized, and adept at interpreting complex financial data. Exceptional communication skills for collaborating with cross-functional teams and presenting financial information to stakeholders.

### **EMPLOYMENT HISTORY**

**Company Name – CRYSTAL CARS PVT LTD**

**Designation – Accountant**

**Company Location - Kottayam, Kerala, India**

**Period - 2022 September to 2024 January**

**Company Name – JAMESKUTTY & ASSOCIATES CHARTERED ACCOUNTANT**

**Designation – Audit Assistant**

**Company Location - Kottayam, Kerala, India**

**Period - 2020 September to 2022 August**

- ❖ Managing day-to-day accounting tasks including tracking expenses, purchase, and sales transactions.
- ❖ Handling accounts payable and receivables, maintaining relationships with creditors and debtors.
- ❖ Responsible for preparing Delivery Challans and E-way bills to facilitate smooth operations.
- ❖ Preparation of GSTR-1 and GSTR-3B, ensuring compliance with tax regulations
- ❖ Demonstrated proficiency in creating accurate and comprehensive financial statements
- ❖ Efficiently managing and optimizing cash flow to enhance financial stability and performance.
- ❖ Managed VAT processes, conducting thorough analyses to streamline operations and minimize tax liabilities.
- ❖ Specialized knowledge in income tax preparation, offering audit support, TDS Compliances and comprehensive tax services.
- ❖ Performing bank statement entries and reconciling them with cash records for accuracy and transparency.
- ❖ Proficient in budgeting methodologies to effectively allocate financial resources.

### **Interpersonal Skills**

- Attention to Detail
- Team Collaboration
- Quick learning
- Communication Skills
- Team Leadership
- Analytical Skills
- Time Management
- Networking
- Problem-Solving
- Ethical Conduct
- CRM
- Adaptability
- Negotiation Skills

### **EDUCATIONAL QUALIFICATION**

- ❖ **Bachelor of Commerce** (Accounting and Taxation)  
Mahatma Gandhi University (MGU), India

### **SOFTWARE EXPERIENCE**

- ❖ Tally ERP9, Tally Prime
- ❖ Microsoft Office (MS Excel, MS Word, Ms Power Point Ms Outlook and MS Access)
- ❖ Winman, Clear Tax and Spectrum
- ❖ QuickBooks

I Mr. **FEBIN T S** hereby declare that all the information provided in this CV is true, complete, and accurate to the best of my knowledge. I understand that any misrepresentation or falsification of details may result in disqualification from consideration or termination if employed.

Place: United Arab Emirates

**Febin T S**