

# ABIN T.S

## PROFILE

An accomplished, versatile, result driven, resourceful and highly skilled professional with extensive years of experience in producing accurate financial reports, financial management, budgeting, taxation, processing payments, auditing, managing accounts payable & cash flow etc.. Proven expertise in implementing robust financial controls, streamlining processes, and improving overall efficiency. Adept at preparing and analyzing financial reports, reconciling accounts, and ensuring compliance with accounting standards. Having a record of superior results in a variety of challenges. Strong analytical skills with a focus on accuracy and precision. Excel in collaborating with cross-functional teams and providing strategic financial insights to drive business growth.

## AREAS OF EXPERTISE

- Financial Reconciliations
- Accounts Receivable
- Petty Cash Management
- Strategic Management
- Transaction Processing
- Budgeting & Forecasting
- Billing & Collections
- Invoice Statements
- Spreadsheets & Journal Entries
- Financial Accounting
- Financial Reporting
- Tax Planning & Compliance

## WORK EXPERIENCE

### ACCOUNTS CLERK | APRIL 2022 - SEPT 2024

Exalto Emirates LLC, Sharjah, UAE

### DUTIES & RESPONSIBILITIES

- Accurately input financial data, including invoices, purchase orders, and payment transactions into accounting software.
- Maintain organized records of financial transactions and documentation for easy retrieval and reference.
- Regularly reconcile bank statements and accounts payable/receivable to ensure accuracy.
- Generate and process customer invoices, ensuring timely billing and accurate pricing.
- Assist in processing supplier payments and tracking outstanding balances.
- Respond to inquiries from customers regarding their accounts, payments, and any discrepancies.
- Assist in preparing financial reports and summaries as needed for management review.
- Ensure compliance with company policies and relevant financial regulations.
- Work closely with other departments to ensure smooth operations and accurate financial tracking.
- Support inventory management by tracking purchases and ensuring accurate inventory records.

### ACCOMPLISHMENTS

- Streamlined the invoice processing system, reducing processing time by 30%, which enhanced cash flow and improved relationships with suppliers.
- Identified and implemented cost-saving measures in inventory management, reducing overall supply costs by 10% over six months.
- Ensured that 100% of supplier payments were processed within the agreed-upon terms, avoiding late fees and strengthening supplier relationships.



## PERSONAL INFO

NAME IN FULL :

Abin T.S

DOB : 10.07.1996

GENDER : Male

NATIONALITY : Indian

VISA STATUS : Visit Visa

## SOFT SKILLS

MULTITASKING

ADAPTABILITY

ANALYTICAL

TEAMWORK

INTEGRITY

ETHICS

ORGANIZATION

## LANGUAGES

ENGLISH

HINDI

MALAYALAM

TAMIL

## CONTACT INFO



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Sharjah, United Arab Emirates



LinkedIn:

<https://www.linkedin.com/in/abin-shaju-6594251a0>

## 02 MONTHS

Auditing Company, India

## TRAINEE - ACCOUNTING & TAXATION | 01 MONTH

Paulson Michael & Co.

## TRAINEE - FREIGHT FORWARDING | 01 MONTH

AIWA Shippings

## EDUCATION

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### M.COM (FINANCE) | 2017 - 2019

University of Calicut, Kerala, India

### B.COM (FINANCE) | 2013 - 2016

University of Calicut, Kerala, India

### PROFESSIONAL DIPLOMA IN LOGISTICS & SUPPLY CHAIN MANAGEMENT | 2016 - 2017

### CERTIFICATE IN FINANCIAL ACCOUNTING PACKAGES

Norka Roots, Government of Kerala, India

## KEY COMPETENCIES

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- Excellent sense of responsibility through enthusiasm and commitment to work.
- Driven by challenges, personal values and believes in teamwork.
- Excellent analytical and time management skills.
- Knowledge of fundamental accounting principles, fair credit practices, and collection regulations.
- Hands-on experience in operating spreadsheets and accounting software. (Tally ERP, QuickBooks)
- Ability to calculate, post, and manage accounting figures and financial records.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Quickly adapting to new environments, roles and ability to learn new languages, tools, or methodologies.

## CORE SKILLS

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- Verbal Communication : Recognized ability to communicate with a range of individuals from different cultures
- Collaborative Team Member : Ability to collaborate with team members and organize in all activities
- Leadership : Ability to "lead", influence or guide other individuals, teams, and organizations
- Reliable : Commended reliability as team member and supporter

## REFERENCES

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Available upon request

I do hereby certify that the above particulars given by me are true & accurate to the best of my knowledge. If I'm offered an opportunity to serve in your esteemed organization, I can assure you that I shall always perform my duties with commitment & loyalty.

Yours Faithfully,  
ABIN T.S