

# EDWIN MICHAEL



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📍 Abuhail, Dubai

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## SKILLS

Good Communication Skill

Conceptual and Analytical Skill

Interpersonal Skill

Tally ERP 9

WINMAN

MS EXCEL

## PERSONAL DETAILS

Date of Birth : 13 October 1999

Nationality : Indian

Gender : Male

Visa Status : Visit Visa

Passport No : W 3614172

Civil Status : Single

## LANGUAGES

English

Malayalam

## OBJECTIVE

An Experienced Accounting Professional with a background in MCOM and US CMA, that seek challenging opportunities where I can fully use my skills for the success of the organization.

## EXPERIENCE

CA Abraham and Jose Francis Associates 02/01/2023 - 25/04/2024

To record business transactions ie. bank receipts, sales invoices and purchase invoices in Tally on daily basis with the help of accounting vouchers.

Post and process journal entries to ensure all business transactions are recorded.

Update journal & ledger entries using tally.

Preparation of bank reconciliation.

Prepares financial reports such as Trail Balance, Balance Sheet, Profit & Loss and Cash Flow statements and supporting schedules for Audit.

Preparation & filing of Income Tax, GST and TDS returns.

Preparation of Concurrent Audit Report and Quarterly Audit Report.

## EDUCATION

**Semi Qualified US CMA** 2023

Institute of Certified Management Accountants

**Master Of Commerce** 2023

Indira Gandhi National Open University

**B.Com, Finance and Taxation** 2021

St. Berchmans College, Kottayam, Kerala

## COURSES & CERTIFICATES

Tally ERP 9, Udemy online

Microsoft Excel, Microsoft Corporation

## EXPERTISE

Accounting

Auditing

Finalization of Accounts

GST