

SHABIN SALIM

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Dubai, UAE



PROFILE SUMMARY

Accomplished **accounting professional** with 3 years of hands-on experience in financial management, budgeting, and financial reporting. Adept at maintaining accurate and organized financial records, conducting financial analysis, and ensuring compliance with accounting standards. Proficient in using accounting software and providing valuable insights to inform sound financial decisions. Committed to delivering excellence in financial operations and contributing to the financial health of the organization.

EMPLOYMENT CHRONICLE

ACCOUNTS ASSISTANT | Apr 2022 – Oct 2023

ARABIAN GOLD & DIAMONDS, PATHANAMTHITTA, KERALA, INDIA

KEY RESPONSIBILITIES

- Maintaining accurate and up-to-date financial records, including ledgers, journals, and financial statements.
- Recording financial transactions, such as sales, purchases, expenses, and income, and categorizing them correctly.
- Reconciling financial discrepancies by verifying and correcting data, resolving discrepancies in accounts, and ensuring the accuracy and balance of financial statements.
- Preparing and generating financial reports, such as balance sheets, income statements, and cash flow statements, for internal and external stakeholders.
- Providing documentation and support during financial audits conducted by internal or external auditors.
- Assisting in creating and managing budgets, helping the organization allocate resources effectively and control expenses.

ACCOUNTANT CUM OFFICE ASSISTANT | 2020-2021

NEEDLE CRAFT, BANGALORE, INDIA

KEY RESPONSIBILITIES

- Maintaining organized and accurate financial records, including ledgers, journals, and financial statements.
- Generating and processing invoices for sales and purchases, ensuring timely and accurate billing.
- Reconciling financial discrepancies by verifying and correcting data, ensuring that accounts are accurate and balanced.

ACADEMIC CREDENTIALS

M. Com IN MARKETING MANAGEMENT | Pursuing

- Annamalai University

B. Com WITH COMPUTER APPLICATION | 2019 |

- MG University, Kottayam
- St. Thomas College of Advanced Studies Edamury

HIGHER SECONDARY | 2015 |

- Board of Higher Secondary Examination, Kerala, India
- St. Marry's VHSS Valiyakunnam

SSLC | 2013 |

- Board of Public Examination, Kerala, India
- St. George's H.s Kottangal Chunkapara

TECHNICAL COURSE

Professional Diploma in Logistics and Supply chain Management | 2020

- Keltron Mallapally, Kerala

COMPUTER PROFICIENCY

MS Office	★ ★ ★ ★ ★
Tally ERP 9	★ ★ ★ ★ ★
Tally Prime	★ ★ ★ ★ ★
Peach tree	★ ★ ★ ★ ★
Quick books	★ ★ ★ ★ ★
Basic Operation	★ ★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★

PROFESSIONAL SKILLS

- Accounting
- Bank reconciliation
- Payable and receivable entry
- Ledger reconciliation
- Payroll Management
- Cash flow management
- Vendor Management
- Petty cash management
- Stock Verification
- Logistic management
- Customer Service
- Vendor Management
- Team work

LANGUAGES KNOWN

English	<div style="width: 100%;"></div> 100 %
Malayalam	<div style="width: 100%;"></div> 100 %
Hindi	<div style="width: 85%;"></div> 85 %
Tamil	<div style="width: 85%;"></div> 85 %

PASSPORT DETAILS

Passport No	: N8683863
Place of Issue	: Trivandrum
Date of Expiry	: 09-05-2026
Visa Status	: Visit Visa

- Preparing financial reports, such as balance sheets and income statements, to provide insights into the company's financial performance.
- Providing general administrative support to the office, including handling correspondence, answering phones, and maintaining office supplies.
- Accurately inputting data into computer systems and databases, ensuring data integrity.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 22-02-1998
Nationality	: Indian
Permanent Address	: Thoongupala, Perumpetty, P.O Pathanamthitta PIN: 689592, Kerala, India

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

SHABIN SALIM