

SEBIN C.S

Accountant & Admin Professional with UAE driving license

LinkedIn: [linkedin.com/in/sebin-cs-64a129139](https://www.linkedin.com/in/sebin-cs-64a129139)

SUMMARY

Qualified managerial accounts and finance professional with more than 5 years of Gulf experience in accounting software's. Prior experience ranges from work setting in company. Adapt at all functions of accounting including profit and loss account, balance sheets, managing accounts payable and providing executive administrative support. Dedicated to provide exemplary work and supporting the overall mission of the department and company.

FUTURE WOODS TRADING CO. L.L.C., SHARJAH, UAE. (APRIL 2017 TO PRESENT)

JOB PROFILE

- Finalization of accounts
- Coordination of internal and external Audit of the firm.
- Bank and Branch Reconciliation
- Monitoring Accounts payable and receivables of the firm.VAT
- Return Filing
- Coordinating with sales team for achieving monthly target and warehouse team for arranging fast and smooth material delivery
- Inventory Management
- Petty Cash Handling
- Payroll Processing
- Preparation of LPOs and Quotations Maintaining
- Day to day books of accountsOffice administration
- Handling import-export documents and procedures (shipping documents, customs clearance)



+971-554930088



SBNCS2011@GMAIL.COM

Location: Sharjah - UAE

PERSONAL PROFILE

Date of Birth: 08 April 1991

Nationality: Indian

Marital status: Married

Sex: Male

Passport No: K4275849

Visa Status: **Employment Visa**

Languages Known: English, Hindi, Malayalam, Tamil And Kannada.

Driving License: - UAE
(**light vehicle license**)

CORE COMPETENCY

- Tally
- Finalization of accounts
- Team Leader Ship
- Quick Learning
- Office administration
- Client Vendor Dealing
- Ms Office
- Data entry

EDUCATIONAL QUALIFICATION

Master of Business Administration (Finance) :- Jaipur National University, India.

Bachelor of Commerce :- Calicut University, Kerala, India.

Diploma In Computer :- IHRD Thrissur, Kerala, India.

AREAS OF EXPERIENCE

- Financial statement, Account finalization and General ledger
- Inventory and petty cash Managing
- Bank Reconciliation
- Preparing LPOs and Quotations
- Debtors and Creditors Monitoring
- Vehicle registration and renewal
- Maintain staff data base
- Payroll Processing
- VAT Return Filing
- Branch Company Management

JOB PROFILE

- Cash Forecast and financial analysis
- Payroll processing
- Analysis and closing of monthly financial reports
- Monitoring Receivables and Payables
- Inventory Management
- Petty Cash Handling
- Preparing Quotations, LPOs and Performa Invoices
- Assisting financial manager for overall accounting functions
- Bank Reconciliation

INDIAN WORK EXPERIENCE (2012 - 2016)

KALYAN JEWELLERS INDIA PVT LTD, BANGALORE, INDIA. (MARCH 2013 – JANUARY 2016)

PAUL THATTIL TAX PRACTITIONER, THRISSUR, KERALA (JUNE 2012 -FEBRUARY2013)

DECLARATION

I hereby declare that the above stated information is true to the best of my knowledge.

Date:

Place: Sharjah

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