



Contact

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jibinpj30@gmail.com

Abu Dhabi - UAE

Education

2019

Master of Commerce
Mahatma Gandhi University
M.E.S College Erumely
(Specialization In Banking & Insurance)

2017

Bachelor of Commerce
Mahatma Gandhi University
Catholicate College Pathanamthitta
(Specialization In Computer Application)

Expertise

- SAP
- Microsoft Office
- Core Banking Solution
- Receivables & Payable Management
- UAE - VAT
- Excel
- Tally - ERP 9

SKILLS

- Problem Solving
- Critical Thinking
- Communication
- Supervision
- Flexibility
- Teamwork
- Computer Skills

Language

- ENGLISH (Professional Proficiency)
- HINDI (Professional Proficiency)
- MALAYALAM (Native Proficiency)
- TAMIL (Limited Proficiency)

JIBIN P JOHNSON

ACCOUNTANT

A highly organized, detail oriented and dependable professional who Has the ability to apply accounting knowledge and experience to a Diverse range of financial issues and office management. I am a hard-working, Dedicated and Ambitious accountant who possesses strong theoretical and practical Knowledge of generally accepted accounting principles.

Experience

○ From May 2021 (Still working)

Lulu Group International, Abu Dhabi
Accountant

Achievements/Tasks

- Monitored Accounts Receivables and Payables.
- Performed daily bookkeeping, posting and processing entries. Built relationships with customers and the community to establish long term business growth.
- Provided assistance to auditors and served as liaison during all audit phases.
- Performed Vendor Reconciliation and proper monitoring of ledger.
- Issuing of Invoices and other related documents.

○ October 2019 - January 2021

Muthoot Finance Ltd - Delhi Region India

Achievements/Tasks

- Working on Key Accounts Handling.
- Recording and analyzing of financial statements and proper maintenance of cash book.
- Preparation of gold loan and selling of Muthoot Products.
- Participated in variety of meetings and work groups to integrate activities, communicate issues, obtain Approvals.
- Assisted in reviewing of expenditure. Cash flow report
- Generation.

○ August 2019 - September 2019

T.L.M Hospital Shahdara Delhi India
Accounts Trainee

Achievements/Tasks

- Passing Entries in the software.
- Recording GST Entries.
- Document Controlling and Administration.
- Drafted Balance Sheet, Profit and loss A/c and other financial statements.
- Prepared and submitted weekly reports to the management.