ABRAHAM K MATHEW

🙎 28th March 1989 📮 Indian

🛇 Karukakunnel House, Nedumpram P.O Thiruvalla, Pathanamthitta Kerala, India

☐ +91 7561099926 ☑ abrutvla@gmail.com, abrutvla@hotmail.com ☐ Married



Profile

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Work Experience

† 02/2017 - 02/2021

O DAMMAM, KINGDOM OF SAUDI ARABIA

Business Coordinator / Accounts Executive Al Huwais Maintenance & Operations Est.

Job Responsibilities:

- · Preparing monthly financials like Trial Balance, Balance Sheet.
- Controlling Debtors & Creditors and preparation of debtors & Creditors Outstanding list and reporting to Management
- Preparing Purchase Order and invoices.
- Keeping Company Accounts.
- Preparing & maintaining of company employee documents.
- Prepares payments by verifying the documentation, and requesting disbursements.
- · Examining expenses submitted by the employees.

= 11/2010 - 01/2017

O KERALA STATE HEADQUARTER, INDIA

Accountant Church of God Full Gospel)

Job Responsibilities:

- · Preparing monthly financials like Trial Balance, Balance Sheet.
- · Preparing of weekly Bank, Cash positions and Cash Budget statement.
- · Audit preparation of yearly financials in audit format and submitting to auditors for auditing.
- · Interaction with Auditors for Finalization of Accounts.
- · Preparation of department wise Monthly Collection Report.
- · Supervising and coordinating subordinates to ensure in smooth accounting.

Work Experience

THIRUVALLA, PATHANAMTHITTA, KERALA, INDIA

Cashier / Accountant Unit 7, Club 7 Arcade

Job Responsibilities:

- · Preparing monthly financials like Trial Balance, Balance Sheet.
- Preparation of yearly financials in audit format and submitting to auditors for auditing.
- Managing the Fund Management.
- Preparation of monthly Bank Reconciliation statement.
- · Handling Self-Correspondence with all Business Clients, Suppliers and Banks.
- Controlling Debtors & Creditors and preparation of debtors & Creditors Outstanding list and reporting to Management.

Skills

- Patience, Polite and Friendly by nature.
- Loval and disciplined towards duties.
- Strong Endurance & Hard working.
- Ability to accept responsibility. Follow professional ethics.
- Ability to work under pressurized environment.

Computer Skills

- · M.S Office
- Tally ERP 9
- Peach Tree
- · Quick Book
- SAP FICO

Language

- English
- Hindi
- Malayalam
- Tamil

Academic Proficiencies

- Active National Service Scheme volunteer from 2006 – 2009
- Attended 3 day special camp held at St. Aloysius' College, Edathua.

Additional Qualification

• Studying PG in Hospital Administration (Online)

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Education

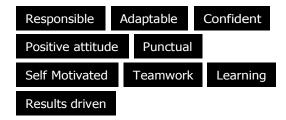
≅ 2009 ⊙ EDATHUA, ALAPPUZHA, KERALA, INDIAB.ComSt. Aloysius' College

Ħ2006 () EDATHUA, ALAPPUZHA, KERALA, INDIA

St. Aloysius' Higher Secondary School

台2004 ② NEDUMPRAM, THIRUVALLA, KERALA, INDIA SSLC Government High School

Strengths



Passport

• Passport Number K5684959