

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

📍 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

📍 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

📅 03/2010 – 09/2010

📍 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.
- Loyal 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)
- ♦

Education

📅 2009 📍 EDATHUA, ALAPPUZHA, KERALA, INDIA

B.Com

St. Aloysius' College

📅 2006 📍 EDATHUA, ALAPPUZHA, KERALA, INDIA

HSC

St. Aloysius' Higher Secondary School

📅 2004

📍 NEDUMPRAM, THIRUVALLA, KERALA, INDIA

SSLC

Government High School

Strengths

Responsible

Adaptable

Confident

Positive attitude

Punctual

Self Motivated

Teamwork

Learning

Results driven

Passport

- ♦ **Passport Number**K5684959