

SIJIN ABRAHAM

ACCOUNTANT



Visa type : visit visa

Contact

Deira, Dubai

United Arab Emirates

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PERSONAL DETAILS

- Date of Birth : 26-05-1997
- Marital Status : Single
- Nationality : Indian
- Language : English,Hindi &Malayalam

PASSPORT DETAILS

Passport No : U8639372

Date of Issue : 19/01/2021

Date of Expiry : 18/01/2031

Issue Place : Trivandrum

TECHNICAL SKILLS

- Operating System : Windows
- Key skill : Excel
- Software : MS Office,Tally Typing & word-processing
- Keyboard skills (including Tally short keys)

CAREER OBJECTIVE

To Work in a challenging environment and build an outstanding career thereby making an irreplaceable contribution to the company by the way of accelerated progress towards respective goals. To achieve excellence by working with highest professional standards.

WORK EXPERIENCE

Worked as Accountant at SAM & COMPANAY, ADOOR from 1ST August 2019 to 31st December 2021.

ACADEMIC QUALIFICATION

- Master of Commerce (finance) - 66%
(Mahatma Gandhi university) 2019
- Bachelor of Commerce - 66%
(Kerala university) 2017
- Higher Secondary Education (+2) - 80%
(Commerce) 2014
- SSLC (2012) - 60%

DUTIES AND RESPONSIBILITIES

- Maintenance of Ledgers
- Maintenance of Cash Operation
- Maintaining Receivables & Payables
- Handling Cash Deposits with Bank
- Accounting Invoices and Auditing
- Bank Reconciliation (Tally)
- Maintaining Books of Accounts
- Maintaining Cash Book and Petty Book
- Vouching of various subsidiary books like purchase book, sales book, journal books, cash book & petty book