



CONTACT DETAILS

Al wadi building
Muweilah
Sharjah
United Arab Emirates

KEY SKILLS

- Commitment to career
- Time management skill
- Responsibility handling
- Active Learning

PERSONAL DETAILS

Date of birth : 04-08-1997
Marital status : Single
Passport No : R0526978
Passport Expiry : 09-05-2027
Nationality : Indian

LANGUAGES KNOWN

ENGLISH :
HINDI :
MALAYALAM :

JIBEEESH JACOB

Mobile: +971561551038 | email: jibeeshjacob@gmail.com

OBJECTIVE

To pursue a challenging career in an organization by sharing responsibilities as a valuable team member and putting my skills and strategies to achieve the tasks assigned to me as an individual and to perform in an environment where performance is rewarded with new responsibilities.

EDUCATIONAL QUALIFICATION

- **Master of Commerce - 64 %** - Affiliated to Bharathiyar University
- **Bachelor of Commerce - 59 %** - Affiliated to university of Calicut
- **HSE - 82%**
- **SSLC - 80 %**

PROFESSIONAL EXPERIENCE

- Southern Pet Plast India Pvt Ltd
Accountant (August 2019 – January 2022)
- Olive Cards
Assistant Accountant (August 2018 –August 2019)
- K J Tony & CO
Accountant (May 2017 – August 2018)

RESPONSIBILITIES HANDLED

- Posting various entries in accounts to ensure all business transactions are recorded.
- Preparing Purchase order, Sales order and **inventory management**.
- Preparing **Bank Reconciliation Statement**
- Monitoring **debtors and creditors statement** on daily basis and along with the customer follow-up
- Petty cash handling and preparing supporting documents
- Recording all inventory related entries in tally (**Manufacturing journal, Stock journal etc.**)
- Keeping an eye on incoming payments from accounts receivable and outgoing payments from accounts payable
- Preparation and submissions of **statutory returns like GST,ESI,PF**
- Maintaining **Payrolls of all employees** and preparing salary statement on monthly basis.
- Assisting our finance manager in preparation of final Accounts
- Performs other duties as needed or assigned by direct supervisor

SOFTWARES KNOWN

- TALLY ERP 9
- MS OFFICE –EXCEL
- MS OFFICE -WORD

REFERENCE

- **Gijo Simon** (Branch manager)
Joyalukkas Exchange
Muwailah, Sharjah
PO BOX 31504
Mob : +971-56-1711506

PLACE :

JIBEEESH JACOB

DATE :