



LIBIN VARGHESE

ACCOUNTANT- 4 Years of UAE Experience

DOB: 24.09.1993

Nationality: Indian

Currently living in: Dubai, UAE

libinvarghese321@gmail.com

+971-502566057

PERSONAL PROFILE

Experienced and detail-oriented accountant seeking to obtain an opportunity which will allow utilization of developed analytical and problem-solving skills as well as thorough understanding of popular tax and accounting software.

WORK EXPERIENCE

ARAB STATIONERY GENERAL TRADING LLC , UAE (Nov 2017- Jan 2022)

Accountant

- ❖ Preparing invoices and delivery notes.
- ❖ Updating cash and credit purchases in the system.
- ❖ Reconciliation of statements of accounts.
- ❖ Recording daily petty cash expenses to avoid unnecessary expenses.
- ❖ Sending SOA to customers and following up for the payments.
- ❖ Preparing cheques to the suppliers through online banking and manually.
- ❖ Preparing weekly confidential payments reports for presentation to management.
- ❖ Vat filling as per UAE law.
- ❖ Preparing Quotations to the customers
- ❖ Generating Local Purchase Orders
- ❖ Applying for the local goods entry pass to JAFZA.
- ❖ Performed general office duties and administrative tasks.
- ❖ Responsible for maintaining daily expenses records and preparing daily work schedules for smooth flow of work
- ❖ Prepare trading, profit and loss account
- ❖ Prepares special financial reports

MYND SOLUTIONS PVT LTD , INDIA (Jan 2017 – Sep 2017)

Associate executive

- ❖ Calculating and checking to make sure payments, amounts and records are correct.
- ❖ Prepare daily journal entries and general ledger account reconciliations
- ❖ Invoice processing
- ❖ Purchase order checking and analyzing
- ❖ GST checking
- ❖ Vendor enquiry handling
- ❖ Daily PHD report making
- ❖ Performed posting of customer payments by recording cheque, cash and Credit card transactions

ACCOUNTANTS SERVICE SOCIETY, INDIA (Apr 2014 - Mar 2016)

Junior Accountant

- ❖ Responsible for maintaining daily expenses records and preparing daily work schedules for smooth flow of work
- ❖ Prepare trading, profit and loss account
- ❖ Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- ❖ Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.

EDUCATION

- ❖ Pursuing MBA in Finance (Bharathiar University)
- ❖ B.com with computer application (Mahatma Gandhi University, India)
- ❖ Diploma in computer application (Nirmala College of Information Technology, India)
- ❖ Plus Two (commerce) (St Antony's Higher Secondary School, mala)

SKILLS

- ❖ SAP Ariba
- ❖ Tally
- ❖ Microsoft Office products including Excel
- ❖ I Supplier Dubai
- ❖ UAE Ministry of finance online portal
- ❖ Twigs Pos System
- ❖ Oracle
- ❖ High degree of accuracy and attention to detail with the capacity to detect errors
- ❖ Excellent time-management skills with the ability to prioritize multiple tasks and responsibilities while meeting deadlines
- ❖ Experience processing accounts payable, accounts receivable, and cash receipt functions
- ❖ Reconciles general ledger reports and bank statements
- ❖ Prepares financial statements for senior management
- ❖ Strong written and oral communication skills
- ❖ Maintains a high level of discretion when dealing with confidential information
- ❖ Approaches assignments with a customer service mentality

LANGUAGES

- ❖ English
- ❖ Malayalam
- ❖ Hindi
- ❖ Tamil