



snowbin100@gmail.com



+971502605856



DEIRA, Dubai

## EDUCATION

MBA (HR) **Bharathiyar University**, Tamilnadu, India, March 2018

B.Com (Finance & Taxation) **MG University**, Kerala, India, March 2015

## LANGUAGES

**English, Hindi, Malayalam.**

# SNOBIN CHACKO

## PROFESSIONAL SUMMARY

To pursue a challenging career in a prestigious organization having attractive working environment, prospects of learning and growth, in line with educational qualification, skill, proficiency and experience and to utilize my capabilities to the fullest to improve and excel.

## WORK HISTORY

February 2020 - August 2021

**Tiger Industries Company llc - Storekeeper**, Sharjah, UAE

- Take delivery of all incoming materials and reconcile with purchase orders.
- Track, document, and resolve any discrepancies on received orders.
- Ensure accuracy of the facility's inventory system by updating records of physical inventory totals, receipts, adjustments, and returns.
- Manage inventory/supplies and ensure they are within the established minimum and maximum levels.
- Keep up-to-date records of Inventory, records of receipts, records, and withdrawals from the stockroom.
- Responsible for stock rotation (FIFO) and coordinate the disposal of surpluses.
- Manage supplier and customer relations and database as well as maintain high ethical relationships both internally and externally.
- Create purchase orders and utilize purchasing card to perform low-value procurement activities.

November 2017 - August 2019

**Center for Accounts and Taxes - Assistant Accountant**, Kerala, India

- Verifying the accuracy of invoices and others accounting documents or records.
- Oversee accurate and appropriate recording and analysis of revenues, expenses, liabilities and assets.
- Provide internal and external auditing services for clients.
- Prepare monthly account reconciliation Bank, Cash, Debtors, Creditors intercompany accounts.
- Update and maintain accounting journals, Ledger and other records detailing financial business transactions

September 2016 - September 2017

**VSP Auditing Associates - Audit Assistant**, Dubai, UAE

- Documented and evaluated audit evidence in support of audit objectives.
  - Prepared cashiering audits, bank deposits, month-end reconciliations, and reports for corporate view.
  - Improved efficiency by reviewing audit reports and reduce human mistakes.
  - Pre-audited payment vouchers to ensure appropriate actions were taken before payments were made.
  - Oversee accurate and appropriate recording and analysis of revenues, expenses, liabilities and assets.
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## SKILLS

- |                    |                          |
|--------------------|--------------------------|
| • Microsoft Office | • Extensive knowledge of |
| • Tally ERP.9      | Search & retrieval of    |
|                    | information through web  |
|                    | browsers                 |
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## ADDITIONAL INFORMATION

Visa Status : Visit Visa (Valid up to-13.01.2022)