



Dubai, UAE



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About Me

5 Years of experience in Finance & Accounts. Skills in day-to-day accounting functions like Sales Voucher, Purchase Voucher, Journal Voucher, Payment Voucher, Receipt Voucher etc. Possess sound and working knowledge of MS Office (Excel, PowerPoint & word) & Tally ERP9. Seeking for a career in the field of Finance and Accounts by justifying my placement and to be in a position, which is best suited to my knowledge & skills.

CERTIFICATIONS

- Tally ERP.9
- DCAM (Diploma In Corporate Accounts and Management)

EDWIN WILSON

CARRIER HISTORY

- **Accounts Executive** at Fragomen Immigration Services India Pvt Ltd, Kerala, from Oct 2019 to Dec 2021.
- **Assistant Accountant** at Finnone Accounting & Tax Services, Kerala, from Jun 2018 to Jan 2019.
- **Cashier cum Assistant Accountant** at Sopanam Welcare Centre Pvt Ltd, Kerala, from July 2015 to Dec 2017

JOB PROFILE

- Petty Cash Handling and Expense Monitoring.
- Prepare the Bank Reconciliation statement.
- Balancing the daily account at the end of each day
- Follow up the Credit customer's payment.
- Assisting the senior accountant in a variety of business roles.
- Verification of daily Sales invoices and Purchase Bills.
- Checking daily cash/bank balance.
- Managing day-to-day accounts.
- Preparing monthly manual filing.
- Managing online visa fee payments and check receipts.
- Assisting internal/external auditors with queries.



EDUCATION

Master of commerce in Finance

MG University, India

Bachelor of commerce in Finance

Calicut University, India

Board of Higher Secondary Examination

Government of Kerala

COMPUTER SKILLS

- Tally
- MS OFFICE

PROFESSIONAL SKILLS

- Ability to work on own initiative
And to tight deadlines
- Time management
- Positive Attitude/ Motivation/
Energy/Passion
- Leadership/Management Skills

PERSONAL INFORMATION

Date of Birth	: 25/04/1993
Gender	: Male
Marital Status	: Single
Religion	: Christian
Nationality	: Indian
Languages Known	: English, Malayalam & Hindi
Visa Status	: Visit Visa Valid Until 30 Apr 2022

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Edwin Wilson