



MARIN MATHEW

Ω P.O Box 26852, Dubai

Ω Address : Industrial Area 2, Sharjah

Ω Email : angelsark2709@gmail.com

Ω Contact Details : 055-7756710

PERSONAL DETAILS :

α **Passport No.** : S 2341599

α **Visa** : Residence

α **Marital Status** : Married

α **Driving License**: Valid UAE

α **Nationality** : Indian

α **Native Place** : Kerala

α **Date of Birth** : 27-09-1992

α **Place of Birth** : Dubai

α **EID** : 784-1992-2925794-6

LANGUAGES KNOWN:

*English, Hindi, Malayalam
and Tamil*

SKILLS AND QUALITIES :

α **Planning and organizing**

α **Quick learning Ability**

α **Passionate about work**

α **Multitasking**

α **Ability to work in Pressure**

α **Time Management**

α **Positive Attitude & Competent**

α **Efficient Communication and
Presentation skills**

TECHNICAL SKILLS :

α **TALLY ERP 9**

α **QuickBooks**

α **Microsoft Excel, Word,
PowerPoint and Outlook**

HOBBIES :

*Reading, Travelling, Conducting
Seminars, Inquisitive to learn
from new Exposures.*

PROFILE SUMMARY:

Seeking for a competent working environment with ample of challenging opportunities and to participate with efficient and eminent team. Keen to learn and expand in professional and personal perspective.

ACADEMIC ACHIEVEMENTS:

QUALIFICATION	SCHOOL/ COLLEGE	BOARD/ UNIVERSITY	YEAR OF PASSING	PERCENTAGE/ GPA
M.COM	IGNOU	Open University	2019	64 / 100
B. Com (With Computer Application)	St. Thomas College, Kozenchery	M.G University	2013	3.46 / 4
12th	Our Own English High School, Dubai	CBSC	2010	84.8 / 100
10th	Our Own English High School, Dubai	CBSC	2008	82 / 100

PARTICIPATION /CERTIFICATIONS:

✓ Certificate of completion of Executive Program in VAT Master class conducted by Philippine Business School in partnership with FILBRIT Training center, Dubai - on 16th March 2018

✓ Orientation Programme conducted by WIRC of Navi Mumbai Branch issued by the Institute Of Chartered Accountants Of India (35 hours) - 2013

✓ General Management and Communication Skills (GMCS-1 course) conducted by WIRC of Navi Mumbai Branch issued by the Institute Of Chartered Accountants Of India (15 Days) - 2013

✓ Information technology Training Course conducted by WIRC of Navi Mumbai Branch issued by the Institute Of Chartered Accountants Of India (Test passed date :- 24th October 2013)

WORK EXPERIENCE :

✓ **KELMER MIDDLE EAST LLC**

Worked as Junior Accountant for an International service providing organization.

Period: 2 Years and 5 Months (1st May 2017- 30th September 2019)

Job description: - Bookkeeping/recording of all journal entries

- Filing and documentation as per company requirements
- Preparation of formal letters and documents for managements
- Contribution to suggestions to management for efficient working patterns.
- Multiple clients bookkeeping and reports handling
- Mailing, communication with clients and other administrative roles
- Fulfilling day to day requirements and resolving issues
- Bank and Petty cash reconciliation with day to day cash handlings
- Accounts payable, receivables and Intercompany reconciliation.
- Detailed and summarized reports preparation as required by clients
- Assisting and preparation of reports for VAT returns
- Preparation of vouchers, invoicing, receipts and cheques handling
- Assisting preparation of monthly payroll and gratuity calculation.
- Assisting management with finalization of reports

✓ **UBG GENERAL TRADING LLC**

Worked as Accountant for the Trading company.

Period: 10 Months (8th March 2016 - 26th January 2017)

Job description: - Data entry in Tally ERP 9 as well as in Excel Format

- Filing and documentation
- Dealing with day to day bank works
- Mailing, communication with clients and other administrative roles
- Reconciliation bank statements, petty cash and other monthly statements
- Handling petty cash and bank transactions
- Preparation of vouchers, invoicing, receipts and cheques handling
- Preparations of estimations and budgets

✓ **SEEMA SRIRAM AND ASSOCIATES**

Practiced Articleship under CA Seema Sriram registered under Institute of Chartered Accountants of India in Navi Mumbai.

Period: 1 Year and 10 Months (16th January 2014 - 16th November 2015)

Job description: - Data entry in Tally ERP 9

- Filing and documentation
- Assisting statutory audits and preparation of financials
- Dealing with Bank and RBI works
- Mailing, communication with clients and other administrative roles
- Conducting Monthly and statutory Audits
- Reconciliation Bank statements and Petty cash statements

REFERENCE: - Available on request

DECLARATION:

I do hereby declare that the above stated are true, complete and correct to the best of my knowledge