



## 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