



## MARIN MATHEW

Ω P.O Box 26852, Dubai

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Ω Contact Details : 055-7756710

### 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	-	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)

### 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.*

## **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
- Multiple clients book keeping and reports handling
- Bank and Petty cash reconciliation with day to day cash handlings
- Accounts payable, receivables and Intercompany reconciliation.
- Mailing and communication with Clients
- Detailed and summarized reports preparation as required by clients
- Assisting and preparation of reports for VAT returns
- Preparation of Vouchers, Invoicing , Receipts and Cheques
- Assisting preparation of monthly payroll and gratuity calculation.
- Assisting management with finalization of reports
- Fulfilling day to day requirements and resolving issues
- Preparation of formal letters and documents for managements
- Contribution of ideas to management for efficient working patterns.

### ✓ **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 and communication with Clients
- Reconciliation Bank statements, Petty cash and other Monthly statements
- Handling petty cash and bank transactions
- Preparation of Vouchers, Invoicing , Receipts and Cheques

### ✓ **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 and communication with Clients
- 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 particulars are true, complete and correct to the best of my knowledge