



ABIN DANIEL

ACCOUNTANT

Nationality:- Indian

Qualification:- B.COM (Computer Application)

CONTACTS

+971547565625

abindaniel777@gmail.com

Al Gubaiba, Dubai

Visa Status:- Visit Visa

LinkedIn: www.linkedin.com/in/abin-daniel

KEY SKILLS

- Financial analysis
- Accounting software proficiency
- Attention to detail
- Problem solving
- Auditing
- Communication

COURSE DONE

- TALLY ERP 9 (G.tec education acad.)
- Tally Prime (Primus tecsystems acad.)
- SAP FI&CO & Internship (Primus tecsystems acad.)
- GCC VAT (Primus techsystems acad.)
- MS EXCEL (Primus techsystems acad.)

PROFILE SUMMARY

Motivated, results-driven & experienced accountant with extensive & diversified experience. Flexible & versatile thrives on rapidly changing situation & deadline-driven environment, and always remains open to new challenges. Acquired highly developed sets of skills with a proven ability to manage a personnel & programs, improve processes, and accomplish objectives. To pursue a challenging job in a dynamic organization where I shall be able to work under any kind of situation with full effort to utilize my knowledge and skills for professional career development.

WORK EXPERIENCE (4 Years)

Accounts Assistant

Jacob T Mathew & Co.
Mavelikara, Kerala, India

(15/08/2019 – 28/08/2023)

Duties and Responsibilities:

- Prepare accurate financial statements, including balance sheets, income statements, and cash flow statements
- Maintain organized and up-to date records of financial transactions, ensuring accuracy and compliance with accounting standards
- Assist in creating budgets, analyzing variances and providing recommendations for cost control and revenue enhancement.
- Perform bank, credit card, and general ledger reconciliations to identify discrepancies and maintain data integrity.
- Analyze financial data to identify trends, opportunities, and areas for improvement, supporting informed business decisions.
- Implement and monitor internal control procedures to safeguard company assets and ensure compliance with financial policies.
- Utilize accounting software and tools proficiently for efficient data entry, analysis, and reporting.
- Facilitate the timely completion of month-end and year- end closing processes, ensuring accuracy and timeliness.

COMPUTER PROFICIENCY

- TALLY ERP 9
- TALLY PRIME
- SAP FI&CO
- MS OFFICE(Word, Excel, powerpoint)

ACHIEVEMENTS & PARTICIPATION

- Participated in Campus level presentation entitled “**Employees Welfare Measures and Job Satisfaction**” conducted by University Institute of Management in 2017.
- Attended Webinars in ‘**Social Media Marketing**’, ‘**Protect Our Environment**’, ‘**Employees Welfare**’, ‘**Skill Improvement**’, ‘**Career Advice and Advancement**’.
- Participated in a special camp conducted by **National Service Scheme** from 22-12-2017 to 28-12-2017.
- Participated in a Seminar on the topic ‘**Professional Management Skills suited for New Generation Companies in the Private Sector**’ organized by University Institute of Management and University of Kerala in February 2020.
- Participated in ‘**Employee Motivation Programme**’ conducted on August 2020 by University Institute Of Management.
- Participated in “**Le Emperoz -National level Intercollegiate Management Fest**”on December 09&10 2016 conducted by Rajadhani Institute Of Engineering & Technology(RIET)

LANGUAGES KNOWN

- English

Full Professional Proficiency

- Malayalam

Native or bilingual proficiency

- Hindi

Limited Working Proficiency

- Tamil

Limited Working Proficiency

EDUCATION HISTORY

●	Bachelor of Commerce (Computer Application)	2019
	Under University Of Kerala	
●	Higher Secondary Commerce	2016
	Board of Higher Secondary Education, kerala	
●	High School (THSLC)	2014
	Board of Public Examination, Kerala	

PERSONAL INFO

Nationality	: Indian
Gender	: Male
Marital Status	: Unmarried
DOB	: 02/12/1998

REFERENCE

- Available upon request

DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

DUBAI

ABIN DANIEL