



ABIN JOSEPH

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Place: Kerala, India

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

SKILLS

- Problem Solving ability
- Writing and communication
- Ms word, Ms Excel, Tally,
- SAP Hana, C C Banking
- Payroll Processing
- Audit Coordination
- Bank Reconciliation

LANGUAGES

- ENGLISH
- MALAYALAM
- HINDI

EDUCATION

- M.COM Finance
07/2016 – 05/2018
CMS College Kottayam
- B.COM
07/2013 – 03/2016
Govt' College Manimalakunnu

RESUME

OBJECTIVE

Aspiring to contribute and work actively in a dynamic organization with an enthusiastic team and continuously strive towards meeting new challenges.

To maximize my potentials and to use my resources to the utmost extent and serve for the growth and development of the organization.

EXPERIENCE

- **Accountant** 02/2021 - Current
Lulu Saudi Hypermarket LLC
Dammam, Saudi Arabia
- **Accounts Clerk** 05/2019 – 01/2021
The Muvattupuzha Urban Co – operative Bank Ltd 556
Muvattupuzha, India
- **Accounts Assistant** 07/2018 - 03/2019
Globesta Auditors and Accountants –Kochi, India

JOB DESCRIPTION

- Maintaining and updating of Cash Book and Ledgers.
- Handling Bank Accounts, Reconciliation, and day to day interaction with bank
- Maintaining the cash record book on daily basis.
- Preparation of monthly salary statement and passing corresponding entries
- A/R & A/P Reconciliation With G/L
- Preparation of monthly Payroll and disbursing salary through bank account
- Payment Processing
- Authorizing Invoices
- Finalisation of Accounts

DECLARATION

I do hereby solemnly declare that all the above information furnished by me is true to the best of my knowledge and belief.

ABIN JOSEPH