



Albin P John

Executive Professional –Accounting

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EXECUTIVE SUMMARY

Experienced **Accounts professional with 6 years in retail management**. Skilled in team leadership, operational efficiency, and customer service. Proven track record of driving sales growth and fostering a positive work environment. Strong communicator and problem-solver

STRENGTHS

- Team Work
- Analytical skills
- Decision-making
- Customer service
- Hardworking
- Honesty
- Work Ethic
- Leadership Quality
- Time Management
- Problem Solving Ability
- Positive Attitude

EDUCATION & CERTIFICATIONS

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| 2017 | Bachelor of Commerce , MG University, Sahyajyothi Arts and Science College, Kerala, India |
| 2014 | Higher Secondary , St Mary's H.S.S, Vellaramkunnu, Kerala |

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

EXPERIENCE SNAPSHOT

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| May 2023 – May 2024 | Senior Accountant - Kinattukara Finance, Kottayam, Kerala, India |
| Aug 2020 – May 2023 | Junior Accountant - Kinattukara Finance |
| July 2018 – Aug 2020 | Cashier - Kinattukara Finance |

CAPABILITIES & JOB ROLES HANDLED

Key Responsibilities

- ❖ Oversee daily activities to ensure smooth and efficient operation of the business unit.
- ❖ Manage, mentor, and motivate team members to achieve their full potential and meet performance goals.
- ❖ Ensure high levels of customer satisfaction by addressing customer concerns and resolving issues promptly.
- ❖ Track and evaluate team performance, providing feedback and implementing improvements as needed.
- ❖ Assist in budget preparation, monitor expenses, and ensure financial objectives are met.
- ❖ Monitoring of cash and bank transactions
- ❖ Maintenance of Stock Registers
- ❖ Preparation and presentation of relevant accounting information to the management
- ❖ Enters data into the accounting system as transactions.
- ❖ Maintain a record of doubtful debts and forward it to management on a timely basis
- ❖ Ensure all operations comply with company policies, industry regulations

PROVEN JOB ROLE

- ❖ Maintaining computerized and manual accounts
- ❖ Liaison with auditors

PROFESSIONAL SKILLS

- ❖ Operational Management
- ❖ Staff Supervision and Development
- ❖ Customer Service
- ❖ Financial Management
- ❖ Compliance and Safety

I.T. SKILLS

- ❖ Knowledge of TALLY
- ❖ PGDCA - Postgraduate Diploma in Computer Applications
- ❖ Proficient in Microsoft Office Suite and e-mail applications

PERSONAL DETAILS

- ❖ Nationality : Indian
- ❖ Date of Birth : 12th May 1996
- ❖ Visa Status : Visit Visa
- ❖ Driving License : Valid Indian Driving License
- ❖ Languages : English, Malayalam , Hindi & Tamil
- ❖ Reference : Available upon request