



ALBIN VIJAY SINGH (AUDITOR & ACCOUNTANT)
DEIRA, DUBAI

+971558272411
iamalbie@outlook.com

DOB-20/12/1996
Passport No- N7186970(Visiting Visa)
Gender - Male
Marital Status - Single

Profile

Passionate, articulate, confident, result oriented Auditor and Accountant with 3 years of experience in the filed of Auditing and Accounting in UAE, who undertakes complex assignments, meets tight deadlines and delivers superior performance and professional experience with the ability to work in a multi- national team environment with confidence and minimal supervision. Comfortable working in a fast paced environment and able to meet deadlines without compromising the work objectives.

Skills

Internal Auditing, External Auditing, MIS Reporting, Receivables & Payables, Bank Reconciliation, Financial Reporting, Bookkeeping, Transaction Audit, Stock Audit, Debtors & Creditors Ageing.

Experience

[AL RIFAA CASTLE ELECTROMECHANICAL WORKS LLC /](#)
[ACCOUNTANT & AUDITOR](#)
[OCTOBER 2022 - JANUARY 2023, DUBAI, UAE](#)

A Leading Electromechanical company based in UAE, work for both govt and private sector clients, having 20+ years of experience in the field of electrical works.

[Achievements/Tasks](#)

- Day Books of Accounts.
- MIS Report.
- Maintaining Books of Accounts.
- Internal Audit.

[PUTHRAN CHARTERED ACCOUNTANTS / AUDITOR](#)
[SEPTEMBER 2020 - JULY 2022, DUBAI, UAE](#)

A well known and reputed Audit and Accounting firm based in UAE, with more than 35+ years of experience in the field of Auditing & Accounting, Business Consultancy, Company Formation and Business Valuation. Successfully guided entities of various industries in developing and implementing Accounting systems & Internal Control Procedures and worked closely with many different types of business models ranging from Small to Mid Sized Enterprises, partnership firms, establishments and sole-proprietors for their accounting & auditing needs.

[Achievements/Tasks](#)

- Conduct and Finalize of Financial Statements Audit.
- Conduct transaction Audit Program.

- Physical Inventory check on year end basis.
- Ensure bank related transactions are properly done.
- Ensure the accuracy of major Financial transactions.
- Brand wise and product wise profitability analysis of clients.

AL GHAYATHI GENERAL MAINTENANCE LLC /

ADMIN & ACCOUNTANT

FEBRUARY 2020 - SEPTEMBER 2020, DUBAI , UAE

A Leading General Maintenance company in the emirate of Dubai, having 20+ years of experience in the field of manpower supply and maintenance with various clients including both private and semi government.

Achievements/Tasks

- Checking all day to day transactions
- Bookkeeping.

Education

Association of Chartered Certified Accountants/ACCA

October 2022 (pursuing),Dubai,UAE

Bachelor of Commerce/BCOM (University of Kerala) 2018

Sree Narayana College Chathannoor,Kerala,India

Higher Secondary Education/(Commerce Stream)2015

Sree Narayana Trust Higher Secondary School,

Chathannoor, Kerala,India

High School Education/ Central Board of Secondary Education 2013

Sree Narayana Central School, Chathannoor,Kerala,India

High School Education/ Central Board of Secondary Education

New Indian Model School, UAQ,UAE

**Certifications &
Achievements**

ICITSS -Integrated Course on Information Technology and Soft Skills
(Conducted by ICAI) 2019

Project done on the topic Online Selling Platform(OLX)

(University of Kerala) 2018

Languages

English, Malayalam, Hindi & Tamil

Software

MS OFFICE , LOTUS

Interested Areas

Share Trading, Analyse Stock Market Trend in various market India and US, Long term investing in shares, IPO,ETF & Mutual Fund

Hereby declare all the information furnished above is true and genuine.-
Albin Vijay Singh