



BASIL JACOB

ACCOUNTING PROFESSIONAL

A seasoned accounting professional with over **7 years** of professional experience in the preparation, examination, and analysis of accounting records, financial statements, and other financial reports. Proficient in evaluating accuracy, completeness, and adherence to reporting and procedural standards. Seeking an opportunity within a rapidly growing company to establish and enhance accounting practices, elevating accounting as a competitive advantage for the organization.

KEY SKILLS

- Team Work
- Work Ethic
- General Accounting
- Leadership Quality
- MIS & Reporting Skills
- Time Management
- Finalization of Accounts
- Problem Solving Ability
- Financial Analysis
- Bookkeeping
- Negotiation

EMPLOYMENT CHRONICLE

- ACCOUNTS ASSISTANT** | Jun 2018 – Sep 2023
HITECH AGENCY, THRISSUR, KERALA, INDIA
- ACCOUNTS ASSISTANT** | May 2017 – Jun 2018
TAX & MANAGEMENT CONSULTANTS, THRISSUR, KERALA, INDIA

Duties & Responsibilities

- Accurately entered financial data into accounting software and spreadsheets.
- Handled the processing of invoices, verifying their accuracy, and ensuring timely payment.
- Assisted in managing accounts receivable by sending out invoices, following up on overdue payments, and reconciling accounts.
- Managed accounts payable by verifying and processing vendor invoices, ensuring timely payments, and reconciling accounts.
- Reconciled bank statements and financial records to maintain accurate financial data.
- Reviewed and processed employee expense reports, ensuring compliance with company policies.
- Maintained organized and accurate financial records and documentation.
- Assisted in preparing financial reports, including balance sheets, income statements, and cash flow statements.
- Helped maintain the general ledger by posting journal entries and ensuring proper coding of transactions.
- Assisted in monitoring and tracking budgets, providing updates and reports as needed.
- Analyzed financial data to identify variances and discrepancies, and worked on resolving them.
- Assisted during internal and external audits by providing documentation and explanations as required.

CONTACT DETAILS

- +971 0503424825
- basiljacob14@gmail.com
- Near Abu Hail MS, Al shab colony

ACADEMIC CREDENTIALS

- B. Com | Finance**
Apr 2017
 - Carmel College, Thrissur, Kerala, India

CERTIFICATES

- Advanced Diploma in Professional Accounting** | 01/2018
Cert.No: 0009/2017-2018
- Diploma in computer Application** | 02/2016
SL. No: 2016-17/0679

COMPUTER PROFICIENCY

- Typewriting (English 45 W.P.M) ★ ★ ★ ★ ★
- MS Word/Excel ★ ★ ★ ★ ★
- Tally ★ ★ ★ ★ ★
- Internet & Email ★ ★ ★ ★ ★

LANGUAGES KNOWN



INTERESTS



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.

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 14/03/1994
Nationality	: Indian
Marital Status	: Single
Permanent Address	: Nellikkakudy House, Marottichal P. O Thrissur, Kerala, India Pin – 680014
Passport Number	: T6893571

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

BASIL JACOB