

# CURRICULUMVITAE

**AUGUSTINE THANKACHAN**

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**Dubai, UAE**



## CAREER OBJECTIVE

To work in an innovative and creative environment to explore my potentials and skills for the attainment of organizational goal as a team player.

## WORK EXPERIENCE

- Worked as Sr. **Accountant** at **RAKTECH LLC DUBAI(DMC)** from **28th April 2019 till 10th Jan 2024**
- Worked as an **Accountant** at **LAZZA ICE CREAM, (Kreem foods PVT LTD, Perinthalmanna, Malappuram)** from 1<sup>st</sup> May 2017 to 30<sup>th</sup> October 2018.
- Worked as an **Assistant Accountant** from April 2016 to April 2017 at **EMAS REALESTATEBAHRAIN**

## ACADEMIC QUALIFICATION

- Shankaracharya Accounts Management & Banking Allied Training (SAMBAT)
- Bachelor of Commerce (B.com - 2015) Kannur University, Kerala, India
- Plus, Two (Commerce - 2012), Board of Higher Secondary Examination Kerala, India.
- SSLC (2009) Board of Public Examination Kerala, India.

## RESPONSIBILITIES

- Management of day-to-day account transactions (Verification of day books, Petty cash book, sales registers, purchase registers, Sales invoice, Purchase bills etc.)
- Maintaining of books and records & different kind of registers.
- Reconcile invoices and identify discrepancies
- Prepare purchase bills, sales invoices and all related company bills payment (Uae),
- Management of receivables and payables with updated and age wise reports (Debtors-creditors reconciliation)
- Monthly Reconciliation of Bank, Intercompany and Suppliers

- Manage of payroll function in OLIVE software
- Preparing Monthly salary statement (Payroll) and duly signed and forward to GM
- Handling online UAE/abroad payments.
- Checking raw materials shortage, giving purchase order, entering stock while stock received at the factory
- Prepare and Submission of finalization report to Finance manager
- Assist the financial Audit, ICV audit & ISO audit works
- Experienced in filing and preparation of VAT(UAE) reports

## COMPUTERQUALIFICATION

- Accounting Software: SAP Business one, XBase, Tally ERP 9/ Prime, Fact ERP, Peachtree, Quick book, Tradesy
- M.S. Office (Word, Excel and PowerPoint), OLIVE(Payroll)

## PERSONAL DETAILS

VISA STAUS	:	Visit visa
Date of Birth	:	04/05/1993
Marital Status	:	Married
Religion	:	Christian
Nationality	:	Indian
Languages Known	:	English, Hindi & Malayalam
Driving license	:	4301357(UAE) & 59/11531/2011(IND)

## PASSPORTDETAILS

Passport Number	:	C1600532
Date of Issue	:	18/09/2024
Date of Expiry	:	17/09/2034
Place of Issue	:	Dubai

## DECLARATION

I hereby declare that all the given information's are true and best of my knowledge.

Place:

Date:

**AUGUSTINE THANKACHAN**