

CURRICULAM VITA



FEBIN T S

(ACCOUNTANT)

Contact Information

Mobile: +971509377472

Email:febints123@gmail.com

Address: Abdulla Building

Near 32A St

Deira Dubai

Personal Information

DOB: 29-07-1997

Nationality: INDIAN

Passport No.: V9524201

Place of issue: Cochin

Date of Issue: 06/05/2022

Gender

Male

Material Status

Single

Languages

- English
- Malayalam
- Hindi
- Tamil

OBJECTIVE

An experienced accountant with a strong background in financial analysis, budgeting, and tax compliance. Proficient in using various accounting software and tools to track and reconcile financial transactions. Skilled in preparing accurate financial statements, reports, and forecasts. Demonstrated ability to identify cost-saving opportunities and improve efficiency in financial processes. Detail-oriented, organized, and adept at interpreting complex financial data. Exceptional communication skills for collaborating with cross-functional teams and presenting financial information to stakeholders.

EMPLOYMENT HISTORY

Company Name – CRYSTAL CARS PVT LTD

Designation – Accountant

Company Location - Kottayam, Kerala, India

Period - 2022 September to 2024 January

Company Name – JAMESKUTTY & ASSOCIATES CHARTERED ACCOUNTANT

Designation – Audit Assistant

Company Location - Kottayam, Kerala, India

Period - 2020 September to 2022 August

- ❖ Managing day-to-day accounting tasks including tracking expenses, purchase, and sales transactions.
- ❖ Handling accounts payable and receivables, maintaining relationships with creditors and debtors.
- ❖ Responsible for preparing Delivery Challans and E-way bills to facilitate smooth operations.
- ❖ Preparation of GSTR-1 and GSTR-3B, ensuring compliance with tax regulations
- ❖ Demonstrated proficiency in creating accurate and comprehensive financial statements
- ❖ Efficiently managing and optimizing cash flow to enhance financial stability and performance.
- ❖ Managed VAT processes, conducting thorough analyses to streamline operations and minimize tax liabilities.
- ❖ Specialized knowledge in income tax preparation, offering audit support, TDS Compliances and comprehensive tax services.
- ❖ Performing bank statement entries and reconciling them with cash records for accuracy and transparency.
- ❖ Proficient in budgeting methodologies to effectively allocate financial resources.

Interpersonal Skills

- Attention to Detail
- Team Collaboration
- Quick learning
- Communication Skills
- Team Leadership
- Analytical Skills
- Time Management
- Networking
- Problem-Solving
- Ethical Conduct
- CRM
- Adaptability
- Negotiation Skills

EDUCATIONAL QUALIFICATION

- ❖ **Bachelor of Commerce** (Accounting and Taxation)
Mahatma Gandhi University (MGU), India

SOFTWARE EXPERIENCE

- ❖ Tally ERP9, Tally Prime
- ❖ Microsoft Office (MS Excel, MS Word, Ms Power Point Ms Outlook and MS Access)
- ❖ Winman, Clear Tax and Spectrum
- ❖ QuickBooks

I Mr. **FEBIN T S** hereby declare that all the information provided in this CV is true, complete, and accurate to the best of my knowledge. I understand that any misrepresentation or falsification of details may result in disqualification from consideration or termination if employed.

Place: United Arab Emirates

Febin T S