




GIBIN SHAJI

Accountant

About Me

Highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

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 gibinshaji45@gmail.com

 AL QUOZ, AL KHAIL GATE

Personal Information

- DOB : 11/03/2000
- Nationality : Indian
- Gender : Male
- Marital Status : Single
- Passport No : X5657431
- Visa Status : Visiting

Language

- English
- Malayalam
- Hindi

Certifications

National Skill Development Corporation (NSDC) - ACCOUNTS EXECUTIVE(Recording and Reporting)

Personal Skills

- Creative spirit
- Reliable and professional
- Time management
- Critical Thinking

Experience

Biju Thomas & Associates, Idukki, Kerala
May 2022 - July 2023

- Submitting annual tax returns.
- Prepare tax payments.
- Assisting in tax audits.
- Forecast tax predictions to senior managers.
- Maintain records of Accounts of multiple firms.
- Journalizing all monetary activities of companies.
- Import all purchases from GST site to Tally and record all sales entries.
- Data entries of all bank statements of the companies.

True Visory Academy, Ernakulam(Internship)
October 2021- April 2022

- Assist Senior Accountant in preparing Books of Accounts.
- Data entry and book keeping.

Education

Mahatma Gandhi University

Bachelor of Commerce – Computer Application
2018-2021

Skills Summary

- Accounting Software-Tally
- GST Accounting and Return Filing
- MS Office & Internet

Declaration

I do hereby declare that the above information given by me is correct to the best of my knowledge and belief.

Gibin Shaji