



PERSONAL INFO

Nationality : Indian
Date of Birth : 30/08/1995
Passport No : T3738056

Education

2019
Master of Commerce
Mahatma Gandhi University
M.E.S College Erumely
(Specialization in Banking and Insurance)

2017
Bachelor of Commerce
Mahatma Gandhi University
Catholicate College Pathanamthitta
(Specialization in Computer Application)

EXPERTISE

- SAP
- Microsoft Office
- Core Banking Solution
- Receivables and Payable Management
- UAE- VAT
- Excel
- Tally-ERP 9

SKILLS

- Problem solving
- Critical thinking
- Communication
- Supervision
- Flexibility
- Teamwork
- Computer Skills

JIBIN P JOHNSON

ACCOUNTANT

+971 504835402 jibinpj30@gmail.com
Abu Dhabi

A highly organized detail oriented and dependable professional who has the ability to apply accounting knowledge and experience to a diverse range of financial issues and office management. I am a hardworking, dedicated and ambitious accountant who possesses strong theoretical and practical knowledge of generally accepted accounting principles.

EXPERIENCE

- **August 2023 (Temporary Job)**
SSB BOOK KEEPING AND ACCOUNTING
Achievements / Tasks
 - Risk Associate Role Monitoring, analyzing and managing the credit margin of the clients.
 - Margin Risk evaluation ,involving comparison of estimated risk with criteria established by organization such as Margin Deposits by the client and margin utilization over the deposit profit and loss etc.
 - Risk Reporting in an appropriate way internally to the concerned departments. A precise summary of risks or any other concerns to be reported to the Board of Directors, for them to understand the most significant risks.
 - Reporting to several business heads to ensure they are aware of the possible risks relevant to their part of the business. External risk reporting to the stakeholders.
- **From May2021– May2023**
Lulu Group International, Abu Dhabi
Accountant
Achievements/Tasks
 - Monitored Accounts Receivables and Payables.
 - Performed daily bookkeeping, posting and processing entries. Built relationships with customers and the community to establish long term business growth.
 - Provided assistance to auditors and served as liaison during all audit phases.
 - Performed Vendor Reconciliation and proper monitoring of ledger. Issuing of Invoices and other related documents

LANGUAGE

- English (Professional Proficiency)
- Hindi (Professional Proficiency)
- Malayalam (Native Proficiency)
- Tamil (Limited Proficiency)

○ **October2019-January2021** **Muthoot Finance Ltd-Delhi Region India**

Achievements/Tasks

- Working on Key Accounts Handling.
- Recording and analyzing of financial statements and proper maintenance of cashbook.
- Preparation of gold loan and selling of Muthoot Products
- Participated in variety of meetings and work groups To integrate activities, communicate issues, obtain Approvals.
- Assisted in reviewing of expenditure. Cash flow report Generation.

○ **August2019-September2019** **T.L.M Hospital Shahdara Delhi India**

Accounts Trainee

Achievements/Tasks

- Passing Entries in the software
- Recording GST Entries.
- Document Controlling and Administration.
- Drafted Balance Sheet, Profit and loss A/c and other financial statements.
- Prepared and submitted weekly reports to the management.