




## CONTACT ME AT

 [+971 545312438](tel:+971545312438)

 [+91 9633385978](tel:+919633385978)

 [jubithappu@gmail.com](mailto:jubithappu@gmail.com)

 Kasaragod, Kerala, India

## PERSONAL INFO

Nationality : Indian  
Gender : Male  
Marital status : Married  
Date of Birth : 22/04/1991  
Passport : V2213923  
Visa Status : Visit Visa

## KEY SKILLS

- Financial Analysis
- Accounting Techniques
- Customer Relations
- Cost Management
- Budget Forecasting Expertise
- Tax Law Understanding

## SOFT SKILLS

- Time management
- Communication
- Adaptability
- Problem-solving
- Teamwork
- Creativity
- Leadership
- Interpersonal skills

# JUBITH THAIVALAPPIL

## SUMMARY

Knowledgeable Accountant proficient in laws and procedures governing business operations, tax filings and regulatory compliance. Handles detail-oriented work in methodical and organized fashion. Leverages field expertise, resourcefulness and diligence to make positive impact on business operations.

## EMPLOYMENT HISTORY



### Head Cashier

T.Choithram and Sons LLC  
Dubai, UAE

**05-2014 - 12-2020**

### Accountant Assistant

Apple Tree Chits India  
Kasaragod, India

**04-2013 - 09-2013**

### Accountant Trainee

Accounting Service Society  
Irinjalakuda, India

**02-2012 - 01-2013**

## Duties and Responsibilities

- Handled day-to-day accounting processes to drive financial accuracy.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating, and cash, and banking reconciliations.
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Gathered financial information, prepared documents, and closed books.
- Maintained up-to-date knowledge on professional accounting standards to manage financial recordkeeping.
- Maintained integrity of general ledger and chart of accounts.
- Trained new employees on accounting principles and company procedures.

## SOFTWARE PROFICIENCY

### MS Office

Word | Excel | PowerPoint

### ERP Software

Tally 9

SAP

## LANGUAGES KNOWN

English



Malayalam



Hindi



## HOBBIES & INTERESTS

- Music
- Travel
- Sports

## EDUCATION



### Bachelor of Business Management (Financial Accounting and HR)

Mangalore University  
Karnataka

2013



### Higher Secondary

Kerala Higher Secondary Board  
Kerala, India

2008



### Secondary

Kerala Secondary Education Examination Board  
Kerala, India

2006

## STRENGTHS & QUALITIES

- Commercial Awareness
- Team working Skills
- Caring about other people.
- Collaborating and working well together with others.
- Comforting people when they need it.
- Conflict management and resolution skills.
- Encouraging and inspiring people to do their best.
- Flexibility in thinking and operating style.
- Coordination

## DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

**JUBITH THAIVALAPPIL**