



LIBIN BABU

Abu Dhabi, United Arab Emirates
+971-545241845
libinkulakkada555@gmail.com

ABOUT ME

Like to work in a team which has a clear vision and strategy in this fast moving economic world. An energetic , self motivated and hardworking personality with experience in practical Accounting.

TECHNICAL SKILLS

- > Tally
- > MS Office
- > Polosys

PROFESSIONAL SKILLS

- > Flexible Working
- > Communication
- > Time Management
- > Leadership Skills
- > Self Motivated
- > Quick Learning Ability
- > Zoho Books

PERSONAL DETAILS

Nationality : Indian
D.O.B : 11/10/1994
Current Address : Drinks & Delights
Muroor
Abu Dhabi
UAE

ACTIVITIES

- > Writing

WORK EXPERIENCE

Drinks & Delights
Abu Dhabi, U.A.E
03/2022 -03/2024

Cashier

- >Handled cash and credit transactions accurately and efficiently, ensuring that the correct amount was received and change was given.
- >Provided exceptional customer service by greeting customers, answering questions, and resolving issues in a timely and professional manner.
- >Managed the cash drawer, ensuring that it was balanced at the end of each shift and that any discrepancies were addressed promptly.
- >Demonstrated a positive attitude and strong work ethic, consistently arriving on time, being reliable, and providing a high level of service to customers.

Accountant

- > Prepared financial statements, including balance sheets, income statements, and cash flow statements, to accurately reflect the financial position of the organization.
- > Managed accounts payable and accounts receivable, including processing invoices, reconciling statements, and communicating with vendors and clients to resolve any issues.
- > Prepared and submitted tax returns, ensuring that all tax filings were completed accurately and on time.
- > Developed and maintained financial systems and processes, ensuring that they were efficient, effective, and in compliance with accounting standards and regulations
- > Prepared and presented financial reports to management and other stakeholders, providing insights and recommendations to support decision-making
- > Maintained up-to-date knowledge of accounting principles and best practices, staying informed of changes in regulations and standards, and continuously improving skills and knowledge through training and development opportunities.

Accounts Assistant

- >Reconcile invoices and identify discrepancies
- >Create and update expense reports.
- >Process reimbursement forms
- >Prepare bank deposits

Joel Service Station
Kerala, INDIA
09/2016- 06/2019

Alex Varghese & Co
Kerala, India
05/2016 - 08/2016

LANGUAGES

- > English
- > Hindi
- > Malayalam
- >

HOBBIES

- > Cricket
- > Music

EDUCATION

Kerala ,India 06/2013- 04/2016	Bachelor of Commerce in Taxation Kerala University
Kerala .INDIA 02/2014 - 02/2015	Certificate In accounting Technician The Cost Accountants Of INDIA
Kerala ,INDIA 04/2013- 10/2013	Diploma In Professional Accounting HRD Centre.
Kerala,India 01/2013- 06/2013	Diploma in Professional Accounting - Tally