



MELBIN JOSE

+971 581497067

melbinjose965@gmail.com

Al karama, Dubai

linkedin.com/in/melbin-jose-538a57101

WORK EXPERIENCE

ACCOUNTANT

MANAPPURAM FINANCE LTD , IDUKKI, INDIA
10/2020 - 02/2023

ACCOUNTS ASSISTANT

NANDILATH G MART , TRIVANDRUM, INDIA
01/2019 - 02/2020

EDUCATION

M.COM

INDIRA GANDHI NATIONAL OPEN UNIVERSITY , DELHI, INDIA
2023

B.COM FINANCE & TAXATION

MG UNIVERSITY, KOTTAYAM , KERALA, INDIA
2018

HIGHER SECONDARY - COMMERCE

S.N.V HIGHER SECONDARY SCHOOL , N.R CITY , KERALA, INDIA
2015

SSLC

S.N.V HIGHER SECONDARY SCHOOL , N.R CITY , KERALA , INDIA
2013

LANGUAGES

English

Malayalam

Tamil

PASSPORT DETAILS

Passport Number : W5385059

Passport validity : 10/10/2032

VISA DETAILS

Visa Status : 60 Days Visit Visa

Visa Validity : 17/09/2023

PROFILE

A Post graduate with 4 years of experience as accountant.

PROFESSIONAL SKILLS

- Team leadership
- Learning attitude
- Problem solving
- Customer handling
- Employee training
- Multi-tasking
- Time management
- Cash Handling

CERTIFICATIONS

- SAP FICO
- TALLY
- MS OFFICE

TECHNICAL SKILLS

- SAP B1
- TALLY
- MICROSOFT WORD & EXCEL
- PHOENIX
- MACOM