



# JEFFIN G SAMUEL

ACCOUNTANT

## CONTACT

+971 557477613  
jeffrysamuel509@gmail.com  
Dubai, UAE

Passport No : S1186793  
Visa Status : Visiting Visa  
Nationality : Indian  
Date of Birth : 23/07/1996  
Marital Status : Single  
Languages Known: English, Malayalam,  
Hindi & Tamil

### Permanent Address

Palappamannil Jithin Villa,  
Vazhamuttom (PO), Omalloor,  
Pathanamthitta, Kerala, India  
Pin: 689645

## DIGITAL SKILLS

- MS Office Packages (MS-Word, MS PowerPoint, MS- Excel)
- Net browsing
- Adobe Photoshop

## AWARDS

- Independently designed an advertisement as part of the course and was awarded as the "Best Advertisement" in college.

## INTERESTS



Songs



Travelling



Reading

## ABOUT ME

Results-driven Accountant with [X years] of experience in financial management, taxation, and payroll processing. Proficient in accurate bookkeeping, tax compliance, and strategic cost analysis. Skilled in using advanced features of accounting software, including Tally. A detail-oriented professional committed to precision, compliance, and enhancing operational efficiency. Seeking to contribute expertise in a dynamic role within Company/Organization.

## ACADEMIC CREDENTIALS

- MBA [Human Resources Management & Marketing] | 2021**  
South East Asian College of Science, Commerce & Arts [Ekta Nagar, K.R. Puram]  
Bengaluru North University Tamaka, Kolar, Karnataka
- B.COM [Computer Application] | 2018**  
Mahatma Gandhi University, Kottayam, Kerala, India  
St. Thomas College Thavalappara Konni, Kerala, India
- HIGHER SECONDARY [Commerce] | 2015**  
Board Of Higher Secondary Examination, Kerala, India  
Catholicate HSS Pathanamthitta, Kerala, India
- CLASS X | 2013**  
Central Board of Secondary Education (CBSE)  
Mount Bethany Public School Kumbazha Pathanamthitta

## WORK EXPERIENCE

**ACCOUNTANT** | Dec 2021 – Jun 2023

**MATHA METALS & HARDWARES, PATHANAMTHITTA, KERALA, INDIA**

### Duties and Responsibilities

- Analyze receivables/payables, project, and divisional performance for informed decision-making.
- Manage multi-currency transactions, implement voucher classes, and conduct precise bank reconciliations.
- Calculate and manage GST, VAT, CST, Excise, and Service Tax, ensuring strict regulatory adherence.
- Prepare salaries with deductions and rigorously ensure compliance with PF, ESI, TDS, and other statutory requirements.
- Analyze production costs for metals and hardware products, driving operational efficiency.
- Prepare meticulous financial statements, ensuring accuracy and compliance with industry standards.
- Collaborate seamlessly with external auditors to ensure precision and compliance during financial audits.
- Leverage advanced Tally features for security controls, audit, data export/import, and consolidation.

## PERSONAL STRENGTHS

- BOOKKEEPING:** Proficient in maintaining detailed and organized financial records.
- ACCOUNT RECONCILIATION:** Skilled in reconciling accounts to ensure accuracy and completeness.
- TAXATION:** Knowledge of GST, VAT, CST, Excise, and Service Tax calculations.
- PAYROLL PROCESSING:** Experience in preparing salaries with deductions and statutory compliance.