



SUBIN B

ADDRESS: Dubai, UAE

PHONE: +971 52 604 6790

EMAIL: subinbalakrishnan12@gmail.com



Subin B

EDUCATION

Bachelor of Commerce – B. Com Finance

CK Nair Arts and Management College

2017 – 2020

Grade – First Class

PDIFAS – Professional Diploma in Indian and

Foreign Accounting

G. Tec Education

2020 – 2021

SKILLS

- Analytical Skills/Problem Solving
- Excellent Attention to Detail and Accuracy
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Accounting
- Strong Organization and Time Management
- Adaptability
- Data Entry
- Vendor Management
- Communication
- ERP Software
 - SAP, Tally, Tally Prime, QuickBooks, Peachtree

MEMBERSHIPS/LICENSES

Valid UAE Driving License

Valid Indian Driving License

INTRODUCTION

A confident and highly organised personnel with experience in busy office environments, rapidly assimilating and learning processes applicable to in-house operations, improving the quality of the work.

EXPERIENCE

OFFICE ASSISTANT – SALES TEAM | EMCON CONTRACTING LLC

April 2022 – Current

As a sales team office assistant, providing essential administrative support to the sales department, facilitating smooth operations, and maximizing sales team productivity. My primary job is the combination of administrative tasks, coordination, and communication to the internal teams with the skillset of strong organizational skills, attention to detail, and the ability to multitask.

- Vendor Registration and Vendor Management
- Packed, sorted, and distributed documents/mail items accurately and efficiently following established procedures.
- Prepared standard documents for internal and external distribution.
- Preparing Quotations
- Maintaining and updating general logs and reports, ensuring accuracy and compliance with departmental requirements.
- Pre-Qualification Preparation and Submittal
- Assisted in various office tasks and routine services to facilitate efficient operations.
- Data Entry

BILLING ADMINISTRATOR | NATIONAL RADIO ELECTRONICS

January 2022 – April 2022

Responsible for ensuring accurate and timely billing processes within the organization. My primary role was managing billing activities, coordinating with clients or customers, and maintaining financial records with the skillset of Attention to detail, strong organizational skills, and a solid understanding of financial processes.

Responsibilities:

- Generate and process invoices accurately and in a timely manner, utilizing billing software or systems.
- Verify billing information, including rates, quantities, discounts, and payment terms.
- Review and reconcile invoices with supporting documentation, ensuring accuracy and compliance with company policies.
- Prepare and distribute billing statements, reminders, and past-due notices.

LANGUAGES

ENGLISH

HINDI

MALAYALAM

