



# Albin Joseph Sabu

CA – Finalist

## My Contact

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📍 Al Nahda, Sharjah

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## Technical Skills

- Good knowledge in MS Office packages
- Hands on experience in Business accounting packages such as Tally ERP 9, Tally Prime, SmartPAL, Quickbooks, Dynamics NAV & Zoho

## Soft Skill

- Attention to detail and data accuracy.
- Ability to work under pressure and meet deadlines
- Effective communication and teamwork abilities

## Education Background

- CA – Intermediate  
ICAI  
November 2020
- B.Com Computer Applications  
Mar Athanasius College, Kothamangalam  
2013 – 2016
- Board of Higher Secondary Examination  
SNDP HSS Muvattupuzha  
2011 – 2013

## About Me

CA Intermediate professional with 4 years of hands on exposure in Accounting, Auditing and Taxation with good organizational and communication skills and strong ability to take on any required task and adapt to any changing conditions with a resourceful and hardworking mindset

## Professional Experience

### Accounts Officer

MariApps Marine Solutions Pvt Ltd, Cochin, India

July 2022 – August 2023

Key responsibilities:

- Responsible for managing finance & accounts of MariApps Marine Solutions DMCC, Dubai & MariApps Marine Solutions Pte Ltd, Singapore
- Preparation of financial reports, budgets, and forecasts
- Monthly, quarterly and year end closure of the books of account, preparation of financial statements
- Processed accounts payable and accounts receivable transactions.
- Collaborate with auditors during annual financial audits & internal audits
- Respond to inquiries from the Director Finance/CFO regarding financial results, special reporting requests and on Group Company reporting
- Preparation & filing of Dubai VAT return & Singapore GST return

### Articled Assistant

Roy Varghese & Associates, Chartered Accountants,  
Cochin, India

August 2019 – June 2022

Key responsibilities:

- Planning, Performing & Managing audit assignments of corporate clients
- Handled audits of enterprises in IT, manufacturing and service sectors.
- Statutory compliances (GST, TDS, etc.)
- Filing of Income tax returns and Tax audit reports.
- Preparation & presentation of monthly MIS reports
- Involved in Bank Audit, Internal audits & Stock audits of corporate clients.