

## Contact

+971585350997 (Mobile)  
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(LinkedIn)

## Top Skills

QuickBooks  
Microsoft Excel  
Tally ERP

## Languages

English (Professional Working)  
malayalam (Native or Bilingual)  
Hindi (Professional Working)

## Additional Details:-

Nationality : Indian  
D.O.B : 12/10/1997  
Marital Status : Single  
Visa Status : Visit Visa  
Passport No.: V0725009

# Shibin Varghese

Accounts Executive  
Ajman Emirate, United Arab Emirates



## Experience

### BIOSOL TECHNOLOGIES LIMITED

Jr. Account Executive  
July 2021 - December 2023 (2 years 6 months)  
New Delhi, Delhi, India

- \* Develop and maintain accurate product costs and ensure rates are appropriate and are kept updated with changes in the business;
- \* Maintain accounting records, including journal entries, accounts receivables;
- \* Assisting with the annual audit process by compiling & organizing financial data, resulting in a successful audit review;
- \* Projected monthly targets, preparing actions/schedules and formulating initiatives for achieving targets and providing requisite reports to the upper management;
- \* Work with clients & finance team to solve problems involving accounting errors, financial trouble or account management;

### Bizsupport4u

Finance Accounting Intern  
November 2020 - June 2021 (8 months)  
Noida sec 142

- \* Maintain accurate accounting records, including journal entries, accounts payable & accounts receivables;
- \* Monitored clients accounts, analyzed incoming and outgoing of funds on daily basis;
- \* Maintain constant contact with clients in order to ensure that their needs were met and accounts were in satisfactory standing (i.e.. billing, GST filling, individual ITR filling, etc) ;

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## Education

### Galgotias University

Master's degree, Business/Commerce, General · (2018 - 2020)

### Jamia Millia Islamia

Bachelor's degree, Business/Commerce, General · (2015 - 2018)