

Contact

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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) ;

Education

Galgotias University

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

Jamia Millia Islamia

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