

RESUME

Summary

To work in an environment which encourages me to succeed and grow professionally where I can utilise my skills and knowledge appropriately. I am seeking a role which allows me to continue learning and perfecting my skills as I provide high quality work.

Job Experience

Role: Accountant

Firm: RUB-LE FURNITURE

Kottakkal, Malappuram, Kerala, India

November 2021 to August 2023 (1 year and 9 months)

Job Responsibilities

- Manage all accounting transactions.
- Processing payments and invoices for customers and ensuring accurate financial reports for auditing purpose.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Managing Payroll.

Academic Achievements

- Diploma in Indian and foreign accounting- G-TEC Education (2020-2021)
- B. com – Co-operation Calicut University, Kerala (2017 – 2020)
- Kerala Board of Higher Secondary Education (2015 – 2017)
- SSLC Board of Education, Kerala (2014 – 2015)

Computer Skills

- Busy Accounting Software
- Freespace erp Software
- Tally prime
- MS Excel
- MS Word

PERSONAL STRENGTHS

- Hard worker and Self-Confidence
- Full commitment to my work.
- Love to learn new things.
- Well organized and like to be neat with all of my work.

Declaration

I, SHIBIN KRISHNA .C; hereby declare that the above information is true to the best of my knowledge.

SHIBIN KRISHNA C



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Contact Details:

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Native Address

Cherukattil (H)
Kadampuzha (post.)
Pathayakallu
676553 (Pin Code)
Malappuram (Dist.)
Kerala, India

Present Address



Abu Dhabi
United Arab Emirates

Passport Details

Passport No: U7727371
Issue Date : 21-10-2020
Expiry Date: 20-10-2030

Personal Information

Date of Birth : 13-12-1999
(23 Yrs.)

Sex : Male

Nationality: Indian

Marital Status : Single

Languages: English, Hindi & Malayalam