

Covering Letter

Seeking a suitable posting as an Accountant

Dear Sir / Madam,

I am a **B.com graduate** having **3 years of experience as an Accountant** and am currently here on Visit Visa.

I have thorough knowledge in the accounting software **Tally.ERP 9** and Indian **Tax** background, am also well versed in accounting software **Peachtree & MS Excel**. I can handle all accounts up to Finalization and further am quite experienced in accounting functions like **Invoicing, Receivables follow-up, Accounts Receivables, Accounts Payable, Bank Reconciliation and Bookkeeping** and I hold a **Diploma in Indian & Foreign Accounting** which is accredited by International Association of Bookkeepers, London.

I have ability to manage multiple tasks efficiently & accurately under pressure while meeting tight deadline schedules. I am having excellent planning, analytical & problem solving skills and have good communication skills in English. I am Energetic & self-motivated with a high degree of cultural sensitivity.

I have attached my resume for your review and would like the opportunity to answer any questions you may have for me and hear more about your organization and the Accountant position. I look forward to the chance to share my enthusiasm in person.

Thanking you,

Smrithin Siby

Dubai, UAE

+971-508542515



SMRITHIN SIBY

+971 508542515

smrithinsiby@gmail.com

Dubai, UAE

Visit Visa valid till May 12th

Nationality: Indian

Date of Birth: 16.05.1991

Place of Birth: Kerala, India

Gender: Male

Marital Status: Single

Linguistic Ability

English, Malayalam, Hindi & Tamil

Reference

Available upon request.

Career Objective

To be part of an esteemed organization which provides an opportunity to learn and grow as a Professional and enable me to utilize my professional expertise, skill set and enthusiasm to contribute to the growth of the team and the organization as a whole

Educational Profile

Qualification	Institution	Board/University	Year of Passing
Diploma in Indian & Foreign Accounting (DIFA)	G.Tec Computer Education, Changanacherry	IAB (International Association of Book -Keepers) London Cert No: G.010325	2013
B.Com	St.Berchman's College, Changanacherry	M.G University	2012
Plus Two	St.Berchman's Higher Secondary School, Changanacherry	Kerala State Syllabus	2009
S.S.L.C	Kristu Jyothi Higher Secondary School, Changanacherry	Kerala State Syllabus	2007

Technical Qualification

- ⤴ Tally.ERP 9.
- ⤴ Accounts Payable.
- ⤴ Accounts Receivable.
- ⤴ Bank Reconciliation.
- ⤴ Peachtree.
- ⤴ M.S Excel & M.S Word.
- ⤴ Receivables Follow-up.
- ⤴ Accounts up to Finalization.
- ⤴ Good Communication Skills.
- ⤴ Business Forecasting.
- ⤴ Inventory Account & Invoicing.

Work Experience

S H Book world - India (www.shbookworld.com)

ACCOUNTANT

8th September 2012 till 12th September 2015 (3 Years)

KEY AREAS:-

- ⤴ Supervising the Day to Day accounting activities.
- ⤴ Checking every Invoices and make payments that are due to be made to Creditors.
- ⤴ Managing the entire Receivables and Payments.
- ⤴ Accounting remittances from Client.
- ⤴ Customer Overdue Monitoring and Control.
- ⤴ Exposing the risk and updating management on creating appropriate steps against risks.
- ⤴ Accounts Finalization.
- ⤴ Management reporting.
- ⤴ Internet Banking and Bank Reconciliation
- ⤴ Submission of monthly stock reports to the Bank.
- ⤴ Calculating Taxes owed by Business and making Tax Payments to Government.

Achievements

- ⤴ Developed and Implemented new Financial Methods & Procedures.
- ⤴ Handled complete Accounting structures of the Firm.
- ⤴ Received a pay rise instantly after the completion of Balance sheet for the year ending 2013-14 of M/s S.H Book World.
- ⤴ Managed accounts receivable and reduced credit period from 90 to 60 days.

Passport Details

- ⤴ Passport number: L1541868
- ⤴ Place of issue : COCHIN
- ⤴ Date of issue : 17/07/2013
- ⤴ Date of expiry : 16/07/2023

Declaration

I hereby certified that the above statements are true and correct with all my knowledge and also to the help of our Lord. After you've reviewed my resume, I would welcome an opportunity to discuss your company's goals and talk to you about the value that I can bring to your Company. More Power and Positive energy blessed.

Yours Sincerely,

SMRITHIN SIBY