

# Resume

Name : **Arun Mathew**  
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Post applied for: **Accountant cum cashier**

## CAREER OBJECTIVE:

Seeking a suitable position where my past experience and knowledge would be fully utilized in a career opportunity and to reach great heights. As a self motivated person, I do have the intension to serve any esteemed organization with utmost sincerity that offers challenges to accomplish missions to achieve set goals with optimum perfections on the way to build up a career as a professional based on my **4** years of experience in U.A.E. and **3** years from India.

## EDUCATIONAL QUALIFICATION :

B.Com - Computer Application - St. Berchman's College, Kerala, India.

## WORK EXPERIENCE :

### 1. **Ajanta Jewelers L.L.C. - Abu Dhabi, U.A.E. (2015 - Jan 2020)**

Designation : Accountant cum cashier

Duties & Responsibilities:

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Maintains customer confidence and protects operations by keeping financial information confidential.

### 2. **Chungath Jeweler - Trivandrum, Kerala, India. (2011 - 2014)**

Designation : Accountant & Cashier

## PERSONAL TRAITS:

- Can work as a team
- Good interpersonal communication
- Open to criticism
- Responsible and self motivated
- Friendly, honesty and social with pleasing manners
- Ability to work under minimum supervision pressure

## PASSPORT / VISA DETAILS:

Number : L7752723  
Date of issue : 13/03/2014  
Date of expiry : 12/03/2024  
Place of Issue : Trivandrum

## PERSONAL DETAILS:

Date of birth : 28/03/1989  
Sex : Male  
Marital status : Married  
Nationality : India  
Languages : English, Hindi, Tamil and Malayalam  
IT Knowledge : MS Office, Tally, SAP, GIS, CRM & Visual ace gold by EBM

## DECLARATION:

All the information given above are true and correct to the best of my knowledge and belief.

**Arun Mathew**