

Jubin A Mathew

Accountant



Personal Info

📍 Flat no-22 building no 1099 ,lane 329 ,road 203 muharraq

☎ +97338003920, 9899572074

✉ jubinmathew29@gmail.com

♂ Male

📅 29-04-1992, kerala

👤 unmarried

🌐 Indian

Skills

Computer Proficiency



Proficient in Windows XP, Windows 10, Tally ERP 9, and MS Office.

Language Proficiency



Good command of the English, Hindi, and Malayalam languages.

People Handling Skills



Excellent people handling skills, capable of making people understand complex matters and calming down individuals.

Advising and Convincing



Ability to advise and convince people effectively.

Objective

My objective is to work in an organization having professional set-up where I can get an opportunity to face multiple challenges, enhance my knowledge and sharpen my skills, thereby to produce better output in the interest of the Organization.

Summary

Detail-oriented accountant with extensive experience in financial operations, reporting, and compliance. Proven ability to manage branch operations, reconcile accounts, and prepare financial statements. Strong analytical skills complemented by excellent communication and interpersonal abilities. Proficient in accounting software and data management, with a solid educational background in finance and HR

Experience

June 2023 – March 31 2025

Enterprise Development Executive | Department of Industries and Commerce, Government of Kerala

- Coordinating General Orientation Trainings and various events for potential as well as existing entrepreneurs.
- Regularly visiting business units and banks to give necessary guidance to promote their business.
- Conducting different development linked conferences at the Municipality and Panchayat with the support of BLBC (Block Level Bankers' Committee).
- Preparing Detailed Project Reports (DPRs), taking various government certificates and reports such as URC (Udyam Registration Certificate), KAC (K-SWIFT Acknowledgement Certificate), CIR (Credit Information Report).
- Applying for diverse government support schemes like PMEGP (Prime Minister's Employment Generation Program), ESS (Entrepreneur Support Scheme) for the entrepreneurs.

March 2018 – June 2020

Accounts Executive | Muthoot Finance Ltd

- Handled the entire operations of the branch including daily sales and collection.
- Complete data entry and reconciliation of bank statements.
- Filing of GST returns and preparation of financial statements - P&L Account, Balance Sheet, and Cashflow Statements.
- Verified and reconciled the cash expenditure accounts handled by the staff with proper supporting documentation.
- Prepared monthly detailed management reports (MIS) and coordinated with HRD department for payroll accruals and other government authorities.

Education

2017

**MBA Finance & HR | Maharshi Dayanand University,
Rohtak**

2015

MA Economics | Mahatma Gandhi University, Kottayam

2012

BA Economics | Baselius College, Kottayam

2021

**HDC & BM (Higher Diploma in Co-operation & Business
Management) | State Co-operative Union, Trivandrum**

Declaration

I hereby declare that all the information mentioned above is true to the best of my knowledge and belief.

Bahrain

JUBIN A MATHEW

17-05-2025