



# ABIN BOBBY

Successful at controlling budgets, administering payroll, distributing invoices and handling any other accounting function in focused and exacting manner. Central to maintaining compliant and sustainable business operations. Consistent in accurately tracking expenses, reconciling accounts and supporting audits.

## CONTACT

- DUBAI, United Arab Emirates 1626
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## SKILLS

- Bank Reconciliations and Balancing
- Cash Flow Analysis
- Invoice Preparation
- Payroll Processing
- Month-End Processes
- Microsoft Dynamics 365
- Tally. ERP 9
- Microsoft Office

## CERTIFICATIONS

- ECAG certification in recognition of successful completion of UAE Corporate Tax Training.
- Certification for in-house training session on preparation of financial statements and accounting standards (IFRS Standards).
- Diploma in Sales Tax Practice (DSTP).

## LANGUAGES

Malayalam: First Language

English: C2

Proficient

## EXPERIENCE

### *Accountant*

AI Abbar Group - Jebel Ali, Dubai, UAE

- 03/2021 - Current
- Prepare and control Petty Cash Book which includes general expenses and final settlements & post journals related to it.
  - Assisting in payroll management & payroll accounting.
  - Generate final settlements and prepare leave settlement and air ticket encashment to the employees.
  - Prepare and maintain Journal Entries & review all daily transactions are properly posted into respective accounts/ ledgers.
  - Analyze and maintain customer account, supplier account, outstanding and review age wise analysis.
  - Verifying related supporting documents like quotation, purchase orders, delivery notes, store receipt, receipt vouchers, deposit slips, and cheques copies, etc.
  - Monitoring and controlling cash & cash equivalent transactions and maintain liquidity.
  - Periodically analyze and reconcile Intercompany accounts, customers & suppliers, multiple bank accounts & outstanding.
  - Use Microsoft Dynamics 365 accounting software to perform bookkeeping, invoicing and bank reconciliations.
  - Co-ordinate and assemble information for the annual audit & provide assistance to external auditors in the review of financial operations.
  - Assisting in VAT Return filing & Cash Reconciliation.
  - Control digital timesheets of staffs & labors working in the company and do appropriate actions if needed.
  - Liaison with clients, auditors, bankers, and other associates.
  - Assist senior accountant in the preparation of monthly and yearly closings.

### *Junior Accountant*

Fairdeal Margin Free Market - Cochin, Kerala, India

- 07/2018 - 01/2021
- Record and documentation of day-to-day financial transactions.
  - Bank reconciliation.
  - Internal audit of retail shop.
  - Accounts payables and receivables.
  - Maintaining and handling of petty cash book.

## EDUCATION

2018

Tamil:		C2
Proficient		
Hindi:		B2
Upper Intermediate		

Master of Commerce  
St. Berchman's Autonomous College - Changanacherry, Kerala  
• Cleared all semesters in first attempt with 70%

2016

Bachelor of Commerce  
Kristu Jyoti College of Management and Technology - Changanacherry, Kerala  
• Cleared all semesters in first attempt with 70%

2013

Plus Two- Commerce  
St. Berchman's HSS, Kerala State Board - Changanacherry, Kerala  
• Cleared all examination in first attempt with 82%

2011

Class 10  
Sacred Heart HSS, Kerala State Board - Changanacherry, Kerala  
• Cleared all examinations in first attempt with 93%