

SAM MATHEW

ACCOUNTANT



PROFILE

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company.

SKILLS SUMMARY

(Total Above 5 year's Experiences in Accounting)

- Accounting, Book keeping, Bank Reconciliation & Bill wise auditing
- Stores Ledger
- Accounting Software - Tally ERP-9
- Financial statement Analysis & Credit management Tax analyzing & Reporting
- Calculation of Input VAT and Output VAT

CAREER SUMMARY

AL NADHER BUILDING CONTRACTING - 2016- Still Working

Position: Accountant

- Preparation of Monthly Invoices
- Preparation of Letter of Credit (L/C)
- Preparing and filing of VAT returns periodically, without fail
- Calculation of Sales Tax and Purchase Tax
- Monthly and yearly closing financial statement
- Posting of Vouchers into Tally
- Maintaining ledger to know the Monthly Business and Total Outstanding
- Maintaining Daily Bank Account Details in Microsoft Excel
- Final settlement calculation for employees
- keeping Local Purchase order (LPO) Book
- Preparation of Purchase Order
- Making Quotation for Clients
- Entering Daily Business in to Oracle Software
- Petty Cash Management and Petty Cash Reconciliation
- Preparation of payroll and Statement
- Checking Vehicle's Insurance Renewal and Passing Date
- Cash Customer payment Follow up

CONTACTS



ADDRESS

Al Salmaniya, Manama
Bahrain

PHONE



00973-38980195



Samkalayil1992@gmail.com

Position: Branch Executive

- Entry posting of payment, sales, receipt collection in Tally.
- Supervising and controlling Customer Credit Limit, Accounts Receivable, and Accounts Payable
- .Maintain petty cash transaction & cashbook entering daily Bank transactions.
- Preparing outstanding list.
- Reconciliation of Bank Statement at the end of month. Maintain cash denomination book in MS-Excel.
- Preparing Statement of Accounts and strictly the payment from customer and avoiding over dues.

- **Worked as part of Summer Internship**

Geo Bajaj, Kerala**(16 August - 16October2013)****FINANCE ASSISTANT****PROFESSIONAL QUALIFICATIONS**

- | | |
|---|------|
| ➤ Tally ERP 9 | 2018 |
| ➤ GCC VAT using in Tally | 2018 |
| ➤ MBA in Finance, Punjab Technical university | 2014 |
| ➤ PGPBM in Banking and Insurance, IIBS | 2014 |
| ➤ B. Com with Computer Application | 2012 |
| ➤ Higher Secondary, Government of Kerala | 2009 |
| ➤ Secondary School, Government of Kerala | 2007 |
| ➤ Information kids age Program | 2004 |

TECHNICAL SKILLS AND COMPUTER PROFICIENCY

- TALLY ERP-9
- Bill wise Auditing
- GCC VAT Certified Course
- Oracle Software
- MS Word, Excel & Power point
- PHOTOSHOP
- Data Analysis

PERSONAL QUALITIES

- Sincere
- Punctuality
- Honest
- Enthusiastic
- Respectful Communication

OTHER RELEVANT SKILLS

Bahrain Driving License No: 920234941

Expiry on : 23-08-2022

PERSONAL DETAILS

Date of birth	: 05 February, 1992
Father's Name	: M.S Mathew
Nationality	: Indian
Religion	: Christian
Languages	: English, Hindi & Malayalam
Marital Status	: Single
Address	: Maliyekkal Kalayil (H), Nalkalikkal P.O, Aranmula, Pathanamthitta, Kerala

Passport No : K2730906 Valid Up to: 01-01-2022)

Visa Status: Employment Visa Valid Up to: 03/07/2020)

DECLARATION

I hereby declare that the above-mentioned details given by me are true to the best of my knowledge and belief.

Place: Salmaniya

Date:

SAM MATHEW