Dynamic and detail-oriented accountant with a proven track record of delivering accurate financial reporting and strategic financial management. Adept at analyzing complex financial data, implementing robust accounting processes, and ensuring compliance with regulatory standards. Possesses strong analytical and problem-solving skills, coupled with effective communication and interpersonal abilities. Committed to optimizing financial performance, and contributing to the overall success of the organization.

**ABOUT ME**

**GEORGE MATHEW**

**ACCOUNTANT**



AL Qusais, Dubai, UAE

Linkedin.georgexxxx.in

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Josexxxxxxx@gmail.com

+971 500000000

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**EDUCATION**

**MASTER OF COMMERCE**

Kannur University, Kerala

2015 – 2018

**BACHELOR OF COMMERCE**

Kannur University, Kerala

2015 – 2018

**HIGHER SECONDARY**

Board of Higher Secondary Education

 2013 –2015

**HIGH SCHOOL**

Board of Public Examination

2012 – 2013

**PROFESSIONAL SKILLS**

* Tax Computing
* Analytical Skill
* Auditing
* Spreadsheet
* Payroll
* Budgeting
* Reconciliation
* Accounting Reports
* ERP Implementation
* Financial Statement
* Communication Skills
* Time Management

**WORK EXPERIENCE**

**ACCOUNTANT**

Company name, City, Country | Jun 2020 – Apr 2023

* Provides financial information to management by researching and analysing accounting data; preparing reports.
* Prepares asset, liability, and capital account entries by compiling and analysing account information.
* Documents financial transactions by entering account information.
* Recommends financial actions by analysing accounting options.
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
* Substantiates financial transactions by auditing documents.
* 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 analysing account information.

**ACCOUNTANT**

Company name, City, Country | Apr 2018 – Jun 2020

* Managing daily financial transactions related to accounts receivable, accounts payable, bookkeeping and client services assistance.
* Secures financial information by completing database backups.
* Maintains financial security by following internal controls.
* Prepares payments by verifying documentation, and requesting disbursements.
* Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
* Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
* Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
* Ensure timely process of Payroll and other allowance through WPS.

**LANGUAGES**

English

Hindi

Tamil

Malayalam

**SOFTWARE PROFICIENCY**

* Tally ERP 9
* Tally Prime
* QuickBooks
* Peachtree
* MS Office

**INTERESTS**

**REFERENCES**

Mr. Johnson Charles

Managing Director

Company name

 +971 900000000

 johnsonxxxxx@gmail.com

Mr. Peter Griffin

HR Manager

Company name

 +971 900000000

 peterscxxxxx@gmail.com

**ACCOUNTS ASSISTANT**

Company name, City, Country | Jun 2015 – Apr 2018

* Timely reporting financial summaries to key management.
* Complying with the company, state, and country’s accounting and financial regulations.
* Compiling, analyzing, and reporting financial data.
* Creating financial reports like profit and loss statements and balance sheets, etc.
* Presenting data to investors, managers, and other entities.
* Prepare supplier reconciliation and process payment
* Prepared quarterly Vat returns and reviewed submitted
* Ensure timely process of Payroll and other allowance through WPS.
* **Diploma in Indian and Foreign Accounting**

Computer Education Centre (2017)

* **Certification course in SAP**

Computer Education Centre (2016)

* **Certification in International Association of Bookkeepers**

Computer Education Centre (2016)

* Identified and implemented cost-saving strategies, resulting in a reduction in operational expenses.
* Streamlined financial processes, such as invoicing and expense tracking, leading to increased efficiency and time savings.
* Successfully completed internal and external audits, maintaining compliance with accounting standards.
* Developed and implemented robust financial controls, reducing the risk of fraud and ensuring financial integrity.
* Developed and implemented robust financial controls, reducing the risk of fraud and ensuring financial integrity.
* Successfully managed and monitored budgets, providing insights and recommendations to optimize financial performance.
* Implemented training programs for team members, enhancing their understanding of accounting principles and procedures.

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

**GEORGE MATHEW**

**DECLARATION**

**ACHIEVEMENTS**

**CERTIFICATIONS**

🏋

Fitness

🏌

Sports

🎮

Games

🎧

Music