

CURRICULUM VITAE



BESTIN CHACKO

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Dubai –United Arab Emirates

CAREER OBJECTIVE: -

Seeking a challenging position for **Accounts Assistant job in a company** where I can prove my ability and experience with opportunity to utilize the capabilities in collective personal, organizational and social growth as a whole for the development of the company. To secure a challenging position in a reputable organization to expand my learning's, knowledge, and skills.

PERSONAL ATTRIBUTES: -

- Self-confidence
- Hard-working, sincere and dedicated.
- Quick to learn and adapt to any kind of challenges.
- Progressive, talented and inventive to the structure of works.
- Excellent working relations with superiors as well as colleagues.

PERSONAL INFORMATION: -

✚ Father Name : V.C. Chacko Late
✚ Date of Birth : 11/10/1992
✚ Nationality : Indian
✚ Gender : Male
✚ Languages Known : English, Hindi, Malayalam

PASSPORT DETAILS: -

❖ Passport Number : L1471367
❖ Date of Issue : 15/05/2013
❖ Date of Expiry : 14/05/2023
❖ Visa Status : VISIT VISA

EDUCATIONAL QUALIFICATION: -

Degree	Passing Year	Board / University
M.COM(FINACE)	2013-2015	SKCMS KURUPPAMPADY
B.COM (FINACE)	2010-2013	MESCOLLEGEKURUPPAMPADY

ADDITONAL OUALIFICATION: -

- ✚ Tally ERP, NET SONIC & Software of Bhima (Computerized Accounting Software)
- ✚ IT-MS Office, MS Excel
- ✚ Training in Institute of Taxation Studies, Kothamangalam

WORK EXPERIENCE: -

 **working as an Accounts Assistant with ACCENTURE AUTOMOTIVES GarageLLC, Dubai, UAE [February 2020 to October 2021]**

Responsible for:

- Reconcile invoices and identify discrepancies
- Create and update expense reports
- Process reimbursement forms
- Prepare bank deposits
- Enter financial transactions into internal databases
- Check spreadsheets for accuracy
- Maintain digital and physical financial records
- Issue invoices to customers and external partners, as needed
- Review and file payroll documents
- To participate VAT filling
- Participate in quarterly and annual audits

 **2016 To 2018 worked as an Accounts Assistant with in Bhima Jewellers Cochin in India**

Responsible for :

- To preparing financial reports calculating payroll and entering financial data
- Received prepared and issued bills and invoice
- Managing the status of accounts and balance and identifying inconsistencies
- Preparing daily cash reports
- To collect orders and proper supply
- To assist with incoming earnings and outgoing payments
- To assist weekly and monthly audit of accounts

KEY SKILLES :-

- Time management skills. ...
- Strong leadership skills. ...
- Persistence & self-motivation. ...
- Continuous learning skills. ...
- Ability to take initiative.
- Customer Good Relations

DECLARATION: -

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

Bestin Chacko