

# **CURRICULUM VITAE**

**HABEEB ESA**

 +971-588640738

 Habeeb Esa

 [habeebesa41@gmail.com](mailto:habeebesa41@gmail.com)



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## **CAREER OBJECTIVE**

To work for an organization that understand my potential and accordingly provides an environment in which I can grow both personally and professionally and in the process, helping achieve its goal with my innovative ideas and hard work.

## **ACADEMIC QUALIFICATIONS**

- ✓ Master of Business Administration (MBA) Finance from Gauthami PG College in 2017.
- ✓ B.Com (Computers) Bachelors of Commerce from Gauthami Degree in 2015.

## **UAE EXPERIENCE :**

Working as Accountant( Sales Sector ) in “ALBEH TOURS LLC” in DUBAI( United Arab Emirates ) from 2022 to till now.

## **ROLE AND RESPONSIBILITIES:**

- ✓ Writing Day Book.
- ✓ Passing Journal Entries.
- ✓ Bank Reconciliation Statement.
- ✓ Maintaining ledger Accounts.
- ✓ Verifying Daily Cash Receipts & Payments
- ✓ Maintaining all Creditors Files.
- ✓ Preparation of Financial Statements.
- ✓ General Staff Payroll Reports.
- ✓ Passing the Entries for Cheques deposited in Bank
- ✓ Making Invoices of Bucket customers(channels) on a different discount levels, Hospitality (Hotels) and Amazon sales on a daily and monthly basis.
- ✓ Making invoicing as per the LPO.
- ✓ Follow up Receivable and payable .

## **KEY ACTIVITIES:**

- ✓ Preparing Bank Reconciliation Statement & communication with various banks.
- ✓ Updating Cash Flow on monthly basis.
- ✓ Passing entries for various expenses on monthly basis.
- ✓ Handling petty cash.

**EXPERIENCE in INDIA:**

- ✓ Worked as a Accountant in TPC & Co. (Tax Consultant) from July 2017 to 2020 of 3 years.

Employer:

- ✓ TPC & Co. (Tax Consultant)
- ✓ Worked as a Accountant in Colston Bath & Spa ( Retail Accounting ) from 2021 to 2022.

**SOFTWARE KNOWLEDGE:**

Operating System : MS-DOS, MS-Windows, XP  
Office Automation : MS-Office.  
PGDCA : Post Graduate Diploma in Computer Applications.  
Technical Skills : Computer Hardware and Networking  
Accounting Packages : Tally ERP 9, Focus, Peachtree 7.0

**PASSPORT DETAILS:**

Passport No : B7797096  
Date of Issue : 09-12-2023  
Date of Expiry : 08-12-2033

**LANGUAGES :**

**ENGLISH : Fluently**  
**ARABIC : Average**  
**HINDI : Native**  
**URDU : Native**

**PERSONAL PROFILE**

Date of Birth : 28-04-1994  
Gender : Male  
Religion : Muslim  
Nationality : Indian  
Marital Status : Single

**I declare that all the information stated above is true to the best of my knowledge.**

**(HABEEB ESA)**





