



CURRICULUM VITAE

HABEEB ESA

 +971-588640738

 Habeeb Esa

 habeebesa41@gmail.com



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)

