

SERIN SEBY

ASPIRING ACCOUNTING PROFESSIONAL

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Location: Al Karama, Dubai

EXECUTIVE SUMMARY

Detail-oriented and driven accounting professional with hands-on experience in bookkeeping, VAT compliance, and financial reporting. Skilled in preparing invoices, managing financial records, and supporting budget tracking using Tally and Microsoft Excel. Experienced in collaborating with cross-functional teams, handling confidential financial data, and ensuring accuracy in accounting processes. Strong foundation in cost control, financial analysis, and record-keeping gained through both accounting internships and managerial roles in the hospitality sector. Actively pursuing opportunities in accounting where I can contribute my technical proficiency, analytical mindset, and understanding of UAE tax and corporate finance practices.

PROFESSIONAL EXPERIENCE

Organization: Capella Tax Consultancy LLC, Abudhabi, UAE

Position : Accounting Intern

Period : April 2025 – present

Duties and Responsibilities:

- Assists in preparing and reviewing invoices, bills, and financial statements.
- Support data entry tasks including recording journal entries and updating ledgers.
- Reconcile bank statements and match them with internal records to ensure accuracy.
- Maintain organized financial records and documentation in both digital and physical formats.
- Assisted with basic financial analysis and budget tracking tasks.
- Ensured confidentiality and proper handling of sensitive financial information.
- Used accounting software tools (e.g., Tally, Excel) for basic bookkeeping tasks.

Organization: JBS Kerala Kitchen, Toronto, Canada

Position : Sales & Marketing Manager

Period : September 2023 - January 2025

Duties and Responsibilities:

- Managed restaurant budgeting, forecasting, and expense control in alignment with monthly and quarterly revenue goals.
- Analyzed daily sales data and prepared periodic performance reports to inform management decisions.
- Coordinated promotional campaigns and tracked return on investment (ROI) to optimize marketing spending.
- Collaborated with suppliers and vendors to negotiate pricing and reduce procurement costs.
- Implemented pricing strategies and menu engineering based on cost analysis and customer preferences.
- Maintained accurate records of sales, expenses, and marketing budgets for internal reporting and external audits.
- Supported inventory management by monitoring stock levels, tracking wastage, and minimizing over-ordering.
- Used Excel and POS systems to track financial metrics, generate reports, and support cash flow management.
- Liaised with the accounting department to streamline invoicing, payments, and month-end reconciliation processes.

Organization: Legends Wings & Burgers, Toronto, Canada

Position : Assistant Manager

Period : September 2022 - January 2024

Duties and Responsibilities:

- Managed daily financial operations including cash handling, bank deposits, and sales reconciliation.
- Maintained accurate records of inventory, vendor invoices, and procurement budgets to ensure cost efficiency.
- Prepared weekly and monthly expense reports and contributed to budget planning and forecasting.
- Collaborated with external vendors and internal departments to manage accounts payable and receivable.
- Ensured compliance with health, safety, and local tax regulations.
- Assisted in payroll processing, scheduling, and labor cost analysis to control overhead.

- Utilized POS and accounting software to monitor daily transactions and financial performance.
- Conducted internal audits of stock and sales reports to identify discrepancies and improve accuracy.

Organization : Colour Plus, Ernakulam, Kerala, India

Position : Junior Accountant

Period : February 2021 - January 2022

Duties and Responsibilities:

- Maintained daily accounting records for production and service activities, including purchases, sales, and expense entries in Tally.
- Handled GST filing, invoice generation, and compliance with applicable Indian tax regulations.
- Performed bank reconciliations and monitored cash and bank transactions regularly.
- Managed accounts payable and receivable, ensuring timely vendor payments and client collections.
- Prepared job costing and production expense reports to support operational efficiency and budget tracking.
- Assisted with monthly closing procedures and supported financial statement preparation.
- Maintained inventory records for raw materials like powder coating, chemicals, and laminates.
- Coordinated with the production and procurement departments for invoice validation and cost control.
- Assisted in internal audits by organizing financial data and supporting documentation.

SKILLS AND EXPERTISE

Basic understanding of GAAP & IFRS | UAE VAT & Corporate Tax | Bookkeeping | Financial Reporting | Record Keeping | Communication | Customer Relationship Management | Conflict Resolution | Digital Marketing | Social Media Promotions | Team Collaboration | Leadership

Accounting Software: Tally, Zoho

Microsoft Office: Word, Excel, PowerPoint, Outlook

SEO: Google Search Console, Google Analytics, Screaming Frog, SEMrush, Ahrefs, WordPress

EDUCATIONAL QUALIFICATION

Bachelor of Commerce in Finance

Sahrdya College Of Advanced Studies (University of Calicut), Kodakara, Kerala, India – 85.5%

Post Graduate Diploma in Marketing Management Digital Media

Lambton College, North York, Toronto, Canada – 70%

Association of Chartered Certified Accountants - ACCA UK

Part - Qualified - 6/13

CERTIFICATE COURSES

Advanced UAE Taxation & VAT Online Course through Skill Mount	Expected Jun 2025
Tally ERP 9 Certification	Jun 2021
Digital Marketing an online course through Google Digital Garage	Dec 2021

LANGUAGES KNOWN

English (Fluent)	Hindi (Intermediate)
Malayalam (Native)	French (Basic - A1)

ADDITIONAL INFORMATION

Visa Status: Visit Visa, expires on June 28, 2025
Available for immediate joining and relocation.