**Curriculum Vitae**

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**VIBINESH**

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**OBJECTIVE**:

 Being a committed team player, want to be a part of a renowned organization, to contribute towards the growth of the organization, based on my expertise and to further enhance my personal capabilities by learning from the new exposure within the structured framework of the organization.

**EXPERIENCE:**

**KTV Wood Industries:** Worked as an **Assistant Aaccounts Manager** from 5th December2016 to 25th October’2017

**Company Profile :** KTV Industries is a Malabar – based Wood industries and Furniture Company . The Company operates Wood Industries, Furniture Industries, Furniture showroom, and Export & Import.

**Duties & Responsibilities**

* Performing periodic budgeting/modeling to project monthly cash requirements.
* Executing accounts receivable, reporting enhancements and reconciliation procedures in order to integrate accounting software
* Managing accounting operations, accounting close, account reporting and reconciliations.
* Supervising accounting clerks, team of two.
* Performing debit, credit and total accounts on computer spreadsheets/databases, using specialized accounting software.
* Receiving, recording, and Bank cash, cheque, and vouchers as well as reconciled records of bank transactions.
* Reviewing previous accountant book entries to ensure accuracy of the G/L.
* Performing complex general accounting functions, including preparation of journal entries, account analysis and balance sheet reconciliations.
* Analysing and approving purchases of new equipment and materials for production managers and mock up designers
* Monitoring Administrative activities of the Company to avoid unnecessary expenses and submit reports to Management.
* Accounting responsibilities, including journal entries, accounts payable/ receivable, bank deposits, invoicing, collections
* Preparing Bank Reconciliation Statements and monthly MIS reports, Prepared quarterly balance sheet and reviewed the same with company management
* Resolve Salary related issues.
* Knowledge of GST calculation and online filing.

**Muthoot Finance Ltd (NBFC):** Worked as **Sr Relationship cum Accounts Executive** (Banking and Operations) at Delhi from 21st Jan 2011 to 30th November’2016

**Company Profile:**

 Muthoot Finance Limited is an India-based gold finance company. The Company operates in two business segments: Financing and Power Generation. The Company developed an in-house Core Banking Solution, which connected all branches to a central server on a real-time basis. It enabled the Company to provide anytime and anywhere services to customers and enhanced convenience. The Company provides personal and business loans secured by gold jewelry, or Gold Loans, primarily to individuals who possess gold jewelry but could not access formal credit within a reasonable time, or to whom credit may not be available at all, to meet unanticipated or other short-term liquidity requirements.

**Duties & Responsibilities:**

* Manage Sales Customer Relationship Management (**CRM**) & Coordinate with the Processing team.
* Coordinates information flow and feedback management for maximizing customer satisfaction and operational efficiency.
* Ensures timely pdated preparation and submission of **MIS** of high quality standard to the seniors.
* Respond to queries from senior group level management as appropriate Leadership & Teamwork
* Ensure control process is in place to maintain data integrity, Consolidation, Internal Reporting, Financial Statements Analysis, and External Reporting
* Updating issues on daily basis , To Submit month end and daily reports
* Preparing purchase order for branch and sanctioning bills.
* **All Kinds of Accounts work** , To maintain all kinds of Accounts Ledger , **Cash Management**.,Preparation of month end journal vouchers.
* Debtor and Creditor reconciliations, Fixed Asset accounting, reconciliations and depreciation journals
* Responsible for financial accounts including budgets and cash
* Preparation of monthly balance sheet And **Bank Reconciliations**.
* Monitoring Administrative activities of the branch to avoid unnecessary expenses and submit report to H.O
* Dealing CO Treasury and Bank for cash dealing and preparation of BRS
* Money Transfer Dealing (Inwards ,Out wards and Oxigen ,Oxicash)
* Money Exchange (Dealing foreign currencies) , Ticketing And Visa processing
* Branch Monitoring, Co ordination of employees and solving their problems in the absence of manager

**KTV Furniture :** Worked as a **Accountant Cum Supervisor** from 1st April 2005 to 25th December 2010

**Company Profile :** KTV Industries is an Malabar – based Wood industries and Furniture Company . The Company operates Wood Industries, Furniture Industries , Furniture showroom ,and Export & Import .

**Duties & Responsibilities:**

* Production Supervising , Estimating various type of Product
* Accounts Receivable , Posting Debit & Credit memos
* Managing Showroom and Client liaison ,Assessments of clients’ credibility
* Preparing purchase order for Company
* To Control Export and Import from the Company
* Co ordination of employees and solving their problems
* Identifying accounts that are likely to become a bad debt
* Meets accounting financial objectives by forecasting requirements
* Preparing an annual budget and scheduling expenditures
* Monitoring revenue and expenses to avoid unnecessary expenses
* Consolidation and evaluation of financial data
* Preparing Bank Reconciliation Statements and monthly MIS reports
* Book keeping and updating records on daily and weekly basis including ledgers
* Handling accounting operations, financial statements and analyzing reports for company’s operations

**ACHIEVEMENT:**

 Achieved an appreciation certificate and promotion by the management for 'saved the company from a huge revenue loss' for the financial year of 2016 -17

**KEY SKILLS AND COMPETENCIES**

* Good all round Financial Accounting Knowledge.
* Knowledge of Accounts Payable & Receivable processes and procedures.
* Bank Reconciliation.
* Knowledge of Advanced VAT and GST (Goods and Service Tax)

**EDUCATIONAL QUALIFICATIONS:**

 MBA Finance (do)

BBA (Chhattisgarh University 2005 Distance)
Bsc Mathematics (Calicut University 2004)

VHSE (Board of Vocational Higher Secondary Exam-2001)

SSLC (Board of Public Exam Kerala-1999)

**TECHNICAL SKILL:**

 Multimedia from National Skill Development Center Kozhikode 2004

 Graphic, Web Designing & Programming from NIT Calicut 2006

 Tally and MS Office, GST

**PERSONAL DEATAIL**

 Date of Birth : 18-04-1984

 Marital Status : Married

 Language Known : Malayalam, English, Hindi

 Area of Interested : Traveling, Listening music

**PASSPORT DETAILS**

 Issue Date. : 19/04/2017

 Expiry Date. : 18/04/2027

 Place of Issue. : Malappuram

**DECLARATION:**

 I hereby declare that the above information provided by me is true to best of my knowledge.

Place: Dubai

Date : 22/11/2017 VIBINESH