**CURRICULAM-VITAE**

***JUSTINE***

[***JUSTINE.248269@2freemail.com***](mailto:JUSTINE.248269@2freemail.com)

**PROFFESSIONAL OBJECTIVE:**

To be associated with a progressive organization that gives scope to apply my knowledge and skill in the area of Accounting & Finance and to obtain challenging position with opportunities for the growth and development.

**TOTAL EXPERIENCE: As a Senior Accountant having experience of**

+**18 Years (+06 1/2 Years in Kingdom of Bahrain and +111/2 Years in India)**

**EDUCATIONAL QUALIFICATIONS:**

**Bachelor of Commerce (B.Com – Accounting Main) from Kerala University**.

**TECHNICAL QUALIFICATIONS:**

**Post Graduate Diploma in Computer Application from IHRDE, Govt. of Kerala**.

**COMPUTER EXPOSURE:.**

**Operating Systems : MS-DOS, Unix & Windows**

**Accounting Packages : Focus 6.3, Tally-ERP 9 & Asset**

**CAREER SUMMARY:**  +**18 Years (06 Years and 07 Months in Kingdom of Bahrain, and 11**

**Years 07 Months in India)** **experience.**

**EXPERIENCE IN DETAIL:**

* **Senior Accountant - Since Sep 2013 to Aug 2015**

**Name of the Company : M/s. IDEB CONSRUCTION PROJECTS (P) Ltd., Bangalore.**

**About the Company : A Subsidiary Company of M/s. IDEB INC. (P) Ltd.,**

**An ISO 9001:2000 Certified Company engaged in**

**Construction of Multy Storey Residential Apartments,**

**Metro Rail, Soft Tech Parks, Hotels, Commercial Buildings,**

**and other Infrastructural works etc...**

* **Accounts Officer - Since 26th June 2006 to 14th Feb-2013.**

**Name of the Company : M/s. Al Razzi Aluminium & Wrought Iron Co. W.L.L.**

**About the Company : Engaged in high rise building’s Aluminium Joinery,**

**Curtain wall, Cladding work and Wrought Iron Structural**

**Works.**

**Responsibilities and Duties:**

* Verification of bank & cash payment vouchers.
* Verification of petty cash transactions.
* Verification of suppliers and sub contractors invoices as per agreement and contract.
* Checking & verifying of payments.
* Verification of clients’ invoices.
* Preparation of age wise analyses of Debtors & Creditors.
* Debtors and Creditors reconciliation.
* Liaisoning with Bank for O/D, L.C., B.G., Initial Bond, Tender Bond and Telex Transfer.
* Liaisoning with Supplier and Clearing Agent and arranging Documents for Importing Goods.
* Verification of employees’ final settlement of accounts.
* Verification of Staff’s salary and Labour wages.
* Bank Reconciliation on monthly basis and as and when it is required.
* Preparation of daily fund availability statement.
* Project wise costing.
* Year end closing work up to finalization for Audit.
* **Senior Accountant - Since April 2000 to June 2006**

**Name of the Company : M/s. IDEB CONSRUCTION PROJECTS (P) Ltd., Bangalore.**

* **Sales Tax & Income Tax Accountant - Since May 1998 to March 2000.**

**Name of the Company : M/s. NINAN & CO., MAVELIKARA .**

* **Accountant -Cum- Computer Operator since November 1996 to April 1998.**

**Name of the Company : M/s. SABARI ENTERPRISES (P) LTD., COCHIN.**