CURRICULUM VITAE



**BIBIN**

**BIBIN.309275@2freemail.com**

***Ajith N MMb: 055-7617884***

Suneerm6@gmail.com

**OBJECTIVE:**

To obtain a responsible and challenging position in a professionally managedorganization. I am looking forward to an opportunity where I can utilize my experience, knowledge and skills gained over the years in contributing effectively for the growth of your esteemed organization and my personal & career development.

**ASSETS**

* Ability to Handle all accounts
* Punctual and hard working
* Possesses strong analytical and problem solving skills
* Ability to make well thought and timely decisions
* Time management skill
* An urge to study new techniques and technology

**Experience in brief: (Total3 year and 7 months)**

* **Currently working as Assistant Accountant**since September 2013 in **AL ADRAK TRADING &CONTRACTING L.L.C, MUSCAT,OMAN**
* One year and 3 months experience as Assistant Accountant**Birla sun lifeinsurance co pvt ltd, Calicut, Kerala, India**

**Field of Experience:**

* Purchase Bill Accounting.
* Payment Voucher Auditing And Submitting to FM
* Collection of Cheque And Submitting to Counter
* Petty Cash Bill Posting in Ledger Book and Balance Verification.
* Petty Cash Tallying With Book And Entering in Axpert ERP
* Medical Bill Sorting And Submitting To HR
* Salary Processing
* Supplier Payment Voucher Preparation &Monthly Reconciliation.
* Bank correspondence drafting.
* Preparation Of Bond, LC, Guarantees, Insurance
* Monitoring & Accounting of utility bills.
* Monthly reports for preparing payment advise.
* Reconciliation of Related Party Transactions.
* Preparation of payroll
* Reports to Banks and financial Institutions
* Reconciliation of bank accounts, accounts of the group
* Monitoring of accounts receivables and follow up
* Accounting and issue of Debit note and Credit notes
* Maintenance of accounts up to finalization.

**Educational qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Course** | **Board/ university** | **Aggregate** |
| Persuing | Master of Business Administration (M.B.A) | University of MadrasChennai, Tamilnadu |  |
| 2008-2011 | Bachelor of Commerce( B.com) | University of CalicutKerala, India. | 53% |
| 2006- 2008 | +2 Commerce | Board of SecondaryExamination Kerala | 73% |
| 2005-2006 | SSLC | Board of SecondaryExamination Kerala | 70% |

**Professional Qualification:**

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Name of the Institution** | **Year of passing** |
| Diploma inForeign Accounting | GTEC | 2011 |

**Skills: (computer skill)**

* (M.S. word, Excel, Power point, internet and email
* Diploma in foreign accounting
* (Axpert ERP System )
* (Tally ERP 9, Peachtree, Quick book)

**Languages known:**

English, Malayalam, Hindi,Tamil,

**Personal Details:**

 Age & Date of Birth : 25. (08/10/1990)

**Hobbies**

* ***Doing Videography & Photography***
* I am interested in Playing football, cricket

**Declaration:**

 I hereby declare that the above information given by me is true to the best of my knowledge and belief. I am on Possession of original certificates and I will produce it same on Demand.