**Bissi**

**Bissi.337767@2freemail.com**

**Accounts& Finance Professional**

**OBJECTIVE**

Apply my professional skill and expertise in a stimulating, dynamic and growth oriented organization to provide leadership and take full responsibility for all aspects of accounting function within the organization.

I am having more than 10+ years of extensive experience in Accounts and Finance in various multinational companies which I believe would enable me to perform the Accounts and Finance roles effectively.

**AREAS OF EXPERTISE**

* + Implementing the company’s accounting policies, procedures and practices.
	+ Control, Supervision and maintenance of books of accounts and ensuring that all the records are properly maintained accurately.
	+ Finalization of accounts and liaison with Internal and External Auditors.
	+ Preparation of financial statements, Cash Flow and Fund Management, Budgets and other MIS as per management’s requirements.
	+ Verification of computer generated reports.
	+ Dealing with Bank and Insurance Companies and other financial institutions.
	+ Customer Credit Control administration, Assigning credit limit, authorizing enhancement, reviewing age analysis, arranging and managing collection meetings.
	+ Good control over the Accounts Receivable, Accounts Payable and General Ledger.
	+ Preparation and disbursement of payroll.
* Internal Audit & Internal Control.
* Vide exposure to modules of Accounting, Job costing, Inventory, Payroll, Accounting packages and excellent knowledge of MS Excel, MS Word and PowePoint.

**ACADEMIC PROFILE**

* Completed Articleship from the **I**nstitutes of **C**hartered **A**ccountants of **I**ndia
* **D**iploma in **C**omputer **A**pplication
* **B. Com** with Frist Class from University of Kerala, India.

**COMPUTER & OTHER SKILLS**

* Sound working knowledge in **ERP** platforms such as **Oracle, Java** like **SAP, Tango, Procars, Tally** etc., proficient in **MS-Office** (MS Excel, Word, PowerPoint).
* Adaptable to any environment; Strong analytical and interpersonal skills with good leadership quality; Excellent report writing and presentation skills; Attention to details; Team management; Independent, Trustworthy & Discreet.

**CAREER PROGRESSION**



Employed with **Torry Harris Pvt Ltd,(A leading Sea Food Exporters in India)** from **December ‘2006 till** **date.**



As **Senior Account -Finance & Accounts**



**(Reporting to Regional Manager-Finance).**



**Key Deliverables:**

* Managing the day to day activities of the Accounts & Finance Department.

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* Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
* Controlling /Leading full Accounts payable and all its functions.
* Preparing/Approving vendor payments through online and other modes.
* Maintains general ledger by transferring subsidiary accounts; reconciling entries.
* Summarizes financial status by collecting information; preparing various statements as per management’s requirements.
* Inter-branch transaction recording & reconciling.
* Preparation and Presentation of monthly MIS Reports.
* Performing variance analyses and preparing account reconciliations.
* Prepare, examine and analyze accounting records, financial statements and other financial reports to monthly end schedule.
* Facilitate and complete monthly closing procedures.
* Prepare monthly accounts reconciliation (with banks and suppliers) and resolve any discrepancies.
* Perform various detailed month-end entries such as shared costs, financing costs (interest), provision for expenditure etc.
* Follow the financial procedures outlined in the company’s Finance Manual.
* Monitor the Accounts Receivable and issue reminders to customers on late payments and preparation of payment allocation details and collection report.
* Monitor the Accounts Payable and schedule payments to vendors.
* Analyzing financial statements on a monthly basis and report on variances, losses etc.
* Preparing, checking and monthly billing of Logistics customers based on the inputs received from various Warehouses.

Employed with **East West Coir Exports Pvt. Ltd,** as **Senior Executive-Accounts (October 2003 to** **November 2006), Alleppey, India (Reporting to Finance Manager).**



**Key Deliverables:**

* Managing the day to day activities of the AR and AP department.
* Carry out collection and reporting activities according to specific deadlines.
* Perform account reconciliations for Vendors and Customers.
* Monitor customer receivables details for non-payments, delayed payments and other irregularities.
* Research and resolve payment discrepancies.
* Generate ageing analysis of Customers and Vendors.
* Monitor and report on deviations from credit standards.
* Make recommendations to improve quality of invoicing and collection procedures.
* Weekly reporting of Cash Flow, Fund Flow etc.
* Weekly review of AR aging to ensure compliance.
* Supervising the monthly reconciliation of all accounts.
* Interaction with banks.
* Preparation and presentation of monthly MIS Reports.
* Handling all the credit control activities.
* Resolving queries both internally and externally around outstanding invoices consulting with respective departments.
* Posting and allocating daily Cheque and Cash receipts to accounting systems.
* Handling all kinds of month-end GL entries and their reconciliation.
* Complete supervision of Cash and Bank transactions.
* Handling overall accounts of various satellite branches.

Employed with **M/S Rahim & Associates, Chartered Accountants** as **Accounts Executive** **(October 1999**



 **to September 2003), Alleppey, India (Reporting to Manager-Finance)**



**Key Deliverables:**

* Preparation and transmission of various MIS statements on behalf of a liaison office of a Hong Kong based company.

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* Total responsibility of preparation of annual TDS returns (Salary, Rent and Contractors etc.).
* Total responsibility of Payroll Administration which includes formulation of salary payments, deductions of TDS on salary packages, issue of salary slips, Form No. 16 etc.
* Expertise in preparation of Balance Sheet and Profit & Loss Account from Trial Balance along with relevant schedules and groupings.
* In charge of maintenance of complete Books of Accounts for couple of clients (manufacturing and service) – In Tally 6.3.
* Complete supervision and control of preparation and submission of Provident Fund statements (monthly and yearly).
* Expertise in trouble shooting and other network related problems.
* Maintaining of Fixed Asset Register for a couple of clients.
* Liaising with Government authorities like, income Tax, Service Tax etc.

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| **PERSONAL VITAE** |  |  |
| Date of Birth | : | 31/05/1979 |
| Gender | : | Female |
| Nationality | : | Indian |
| Marital Status | : | Widowed |
| Visa Status | : | Visit Visa (Valid up to 12th April 2017) |
| Languages Known | : | English, Hindi & Malayalam |

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