

**VIBIN**

[**VIBIN.349199@2freemail.com**](mailto:VIBIN.349199@2freemail.com)



**PROFILE**

Skilled Accounting Professional with More than 8 years of accounting experience including 6 years in UAE. Strong understanding of all aspects of accounting and financial management. Excellent working knowledge in analysing financial information and preparing financial reports to determine and maintain record of assets, liabilities, profit and loss, and other financial activities within an organization. Strong leadership, relationship-building, management, communication and problem-solving skills

**CORE STRENGTH AND INDUSTRY KNOWLEDGE**

* General Ledger and Journal Entries • Bank Statement Reconciliation • Financial Statement Preparation
  + Audits • Payroll processing • Invoices, PO’s, Expense reports and Credit card reconciliation
    - Book keeping • Monthly, Quarterly, Year-end Financial Statements

|  |  |  |  |
| --- | --- | --- | --- |
| **PROFESSIONAL EXPERIENCE** | **(UAE Experience: 6 years 01 Months)** | |  |
|  |  | **(5th Feb 2014 to 31st Jan 2017)** |  |
| **Royal Park / Royal Gulf Tourism Service L LC** | |  |

*(Destination Management Company)*

**Position: Senior Accountant**

* Overseeing and Managing generation of Original/Proforma Invoices for Agency Partners on daily basis.
* Overseeing and Managing the accurate and timely processing of Invoices/bills from Various Suppliers and payment process until cheque preparation.
* Checking the Promotions are applicable in the booking, if applicable informing the RO to book the reservation under the promotion.
* Checking & Verifying the Itinerary & Excursions mentioned by the agency is included in the billing
* Preparing Costing of each booking.
* After costing if we found any loss, informing the top management & giving solutions to reduce the loss or to avoid loss
* Preparation of Bank reconciliation
* Debtor’s Reconciliation & responding to various client payment queries & Resolving discrepancies as per the terms and conditions.
* Updating the Cost of the Services in the System (Columbus)
* Preparing Daily Reports based on quotation sent by Reservation Officers
* Follow up with agencies for the status of each quotation.
* Finalizations of accounts, Intercompany adjustments, JV’s, Credit Note, Debit Note, General Payments/Receipt Vouchers, Passing Provisions for the month end closing, etc.

**Al Habtoor Group** **(19th Dec 2010 to 4th Feb 2014)**

*(International Hotel Supplies, Topshelf Beverages, Royal Flowers EST, Pyramids Café & Backstreet Café)*

**Position: General Accountant**

* Managing & controlling the accounts of all outlets
* Preparing daily sales reports & cash book for all outlets & reporting to manager
* Preparing LPO, Proforma Invoices, Invoices, DO, Credit Note etc.
* Verifying Petty Cash Expenses & Reimbursing to outlets
* Reconciliation of supplier’s statement & Making payments to them
* Sending statements to Debtors & following up with Receivables every month
* Preparing statements as per G.M & Financial Manager
* Ensure accurate and Timely, Monthly & Yearend closing.
* Assisting HR department (HO) by following their instructions
* Preparing Leave settlements of staffs & Booking ticket to them
* Posting all purchase & Sales invoices and Preparation of general vouchers & Verifying all invoices
* Preparing Monthly Closing entries & Posting
* Preparing P&L for all outlets every month
* Preparation of bank reconciliation statements every month
* Preparation of Payroll Statements, Pay Slips, Trail Balance, P & L and Balance Sheet
* Assisting Auditors by preparing different statements as per them.

**Trichur Eye & Diabetes Centre** **(27th July 2009 – 30th Oct 2010)**

*(Eye & Diabetics a super specialty hospital - A Unit of Kerala Care and Concern Hospitals Limited)*

**Position: Accountant**

* Preparation of ledgers, Journals, Registers & All other related books of accounts
* Preparation of bank reconciliation statements
* Reconciliation of sub contractual bills and statement of all departments
* Preparation of monthly & yearly reports for management
* Prepare monthly financial budget for individual departments and for the entire hospital

**Woodline Aluminium & PVC Door** **(9th July 2008 – 25th July 2009)**

*(Hardware Wholesale distributors along with 3 retail outlets)*

**Position: Accountant**

* Maintaining accounts, databases and daily billings in order and up to date.
* Responsible for collection of payments from Customers
* Preparing monthly billing reports
* Working on bank reconciliation and supplier reconciliation accounts.
* Responsible for Preparing of Trail Balance, Income & Expenditure Statements, P&L and Balance Sheet

**EDUCATIONAL QUALIFICATIONS**

* **MBA in Financial Management :** Bharathiar University **(Pursing)**
* **B.COM with Computer Applications in Business :** Mahatma Gandhi University, Kerala**,** India



**HIGHER SECONDARY**

**:** Kerala HSE, Kerala, India



**MATRICULATION**

**:** Kerala SSLC, Kerala, India

**COMPUTER SKILLS**

* Tally ERP 9, Tally 9, Tally 7.2 & Tally 6 (Well versed), Peachtree, Dac Easy, Columbus
* Micro Soft Excel, Word, Outlook & Power Point (Well versed)
* Internet applications
* Diploma in Computerized Accounting Packages from **G** **–** **TEC**
* Diploma in Computer Hardware & Maintenance from **G - TEC**

**PERSONAL DETAILS**

**Gender**

**Age & Date of Birth**

**Nationality**

**Visa Status**

: Male

: 29Years / 30th September 1987

: Indian

:

: Visit Visa

**Languages Known**

1. *Speak and Understand* : English, Hindi, Malayalam, and Tamil

o *Read and Write* **Marital Status Availability**

: English and Malayalam

: Married

: Immediate