**Bahul**

**Bahul.350514@2freemail.com**

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**Profile Synopsis**

* Possesses 4.5 years of experience at MuthootFincorp Ltd., the flagship company of MuthootPappachan Group.
* Promoted to the post offinance& accounts executive at corporate office after 2.5 years of experience as an internal auditor for branches.
* Hands on experience in Accounting, Auditing, Taxation,Financial Reporting, Financial Analysisetc.

**Objective**

With sound professional knowledge, expertise and creativeness, I aspire to render quality service to the organization for it to attain its goal and simultaneously learn & grow to be a successful finance and accounts professional working by applying latest tools and technologies.

**Professional Experience**

4.5 years of experience in Finance, Accounts& Audit mainly in fully computerized environment with Tally, ERP, Orion and other Accounts Software as per details given below.

 **MuthootFincorp Ltd.**

**Designation** : **Executive** - **Finance and Accounts** (Corporate Office)

**Duration** : 1st March 2015 – 3rd March 2017

**Responsibilities:**

* Invoice processing and Verification
* Vendor payments&Preparation of purchase orders
* Preparation of Payment instructions to banks
* Reconciliation of supplier’s accounts& Third Party Service Providers
* Bank Reconciliation of Branches & Corporate Office
* Inter-Branch reconciliation
* Posting of Vouchers to the Branches & HO.
* Scheduling and processing monthly rent of branches, guest house and control rooms.
* Assisting in year-end closing of book of accounts of over 3600 branches and HO

 **MuthootFincorp Ltd.**

**Designation** : **Internal Auditor**

**Duration** : 17th September 2012 – 28 February 2015

**Responsibilities:**

* Conducting periodical inspection of the branches
* Physical verification of Cash & Gold at branches
* Scrutinizing of Books of Accounts on Daily basis and sorting out discrepancies, if any
* Verification of BRS, SD/ GL Statements &Cheque utilization
* Reporting anomalies found and observations made during the audit period.
* Verification of statutory registers and other records maintained by the branch
* Monitoring Excess Cash Holding of Branches
* Monitoring KYC & related matters of bulk pledge customers
* Posting of Audit Recoveries

**Computer Skills**

Tally, Orion (an ERP developed by 3i Infotech)& MS Office

**Master of Commerce**(Finance), Kerala University

**Educational Qualification**

**Bachelor of Commerce**(Co-operation), M.G.University

**Languages Known**

English, Hindi& Malayalam

**Personal Information**

Date of Birth: 22-01-1990

Marital Status : Single

Visa Status :Visit Visa

Nationality : Indian

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I hereby declare that all the above details are true to the best of my knowledge and belief.

**Declaration**