**NIBIN**   
[**nibin.353625@2freemail.com**](mailto:nibin.353625@2freemail.com)

**PERSONAL STATEMENT**

I’m an experienced Accountant looking for a new opportunity within a large or small operation in UAE.

I have previous experience in corporate accounting and small business accounting.

#### **Technical Skills**

* Word
* Excel
* PowerPoint
* Access
* Wings
* Tally ERP
* Hot soft

**Certificates**

* Manuel & Computerized Accounting
* Diploma In Logistics & Shipping

**EDUCATION**

* University Of Calicut, India  
  B.com **Accounting & Management**

##### EMPLOYMENT

**Junior Accountant**

Star chemicals, Thrissur, Kerala, India  
September 2010 to Feb 2013.

Responsibility

* Maintain day to day book of Accounting In Tally
* Maintain Bank Reconciliation Statement
* Reconciliation of Debtors & Creditors
* Petty cash Handling up to 5k
* Maintain All Accounting Voucher Entry
* To Assist Internal Audit
* I Deal with a turnover of over 2.5 million per year

Accountant

Your choice Interiors Trading & Contracting W.L.L, Doha, Qatar,

Feb 2013 to Oct 2014.

Responsibility

* Receive and Verify invoices for goods and services.
* Set invoices up for payment.
* Prepare and process accounts payable cheques and transfer letters.
* Prepare manual cheques as and when required..
* Reconciliation of accounts payable.
* Monitor accounts to ensure payments are up to date.
* Verify the documents and prepare Sales Invoices to Clients
* Make week wise collection plan
* Follow up on, collect and allocate Client payments.
* Solving the Client Queries about the sales invoices
* Prepare sales report on monthly basis.
* Handling petty cash and bank transactions

**Accountant**

Abaam Hotel (A Unit of Chinar homes Pvt.Ltd).Vyttila, Cochin .

Jan 2015 to Jan 2017

Responsibility

* Played major role in budget preparations and business planning.
* Monitored accounts receivable, payable and budgets.
* Ensured daily posting of revenues and expenses to the books.
* Smooth and trouble-free monthly closings.
* Profit/loss and balance statement preparation.
* Reconcile Daily Cash, bank, Credit Card statements.
* Petty cash handling up to 25 k
* Review hotel activities and ensure appropriate record keeping
* Prepared journal entries, monthly adjustments and financial statements
* Prepared, monitored and followed up payments
* Responsible for preparing and processing monthly Taxes.
* Reports directly to the Finance Manager and personally handles the accounting tasks.

**INTERESTS**

Shopping | Traveling | Cricket | Listening Music

**PERSONAL PROFILE**

Date of Birth : 14 July 1987

Nationality : Indian

Marital Status : Unmarried

Visa status : Visit visa valid up to 12.05.2017

I hereby declare that all the above mentioned details are true to the best of my knowledge. **NIBIN**