

**KOCHUMON**

**KOCHUMON.364371@2freemail.com**

**Achievement-driven professional targeting assignments in Accounts & Administration with an organization of repute**

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|  **Profile Summary** |

* Over 6 years’ rich experience including last 2+ years in Accounts and Administration
* Initial 4 years’ in performing various kinds of audits such as FOREX Audit, Regional Office Audit, Corporate Office Audit and Finance Dept. & Credit Dept. Audit for a leading NBFCCompany
* Skilled in managing financial & accounting matters involving preparation of financial statements and Monthly / Annual closing of books of accounts
* Rich experience in managing fixed assets, bad debts, bank reconciliation and working capital
* Strong exposure in managing payables & receivables including preparation of journal & payment vouchers
* Proficient in preparing financial monthly reports and submit to CFC
* Proficient in preparing scope of audit, audit plans, audit program & reports and completing audit & assurance assignments in accordance with Audit Methodology
* Dynamic & self-starter with excellent communication, planning, analytical & problem-solving skills

**Key Skills**

~ Finalization of Accounts ~ Monthly Reconciliations ~ Financial Statement Analysis

~ Forecasting ~ Accounts Payables & Receivables ~ Internal Audits & Compliance

~ Cash & Fund Flow Management ~ MIS/ Reporting ~ Administration

* 2010: Bachelor of Computer Applications from Mahatma Gandhi University, Kerala

**Education**

**Certificate Courses:**

* 2010: Certificate in Tally ERP9 from Tally India Pvt. Ltd., Kerala
* 2010: International Advanced Accounts studying (Manual & Computerized Accounting)
* 2010: Certificate from Institute of International Advanced Accounts with ‘A’ Grade (approved by AICMS)
* 2008: Account Executive Program from Academy of Account, Kerala Location with ‘B’ Grade

**Work Experience**

**Oman Tyco Limited Co LLC Since Jan’2015 – Till Date**

**Accountant and Admin**

**Responsibilities**:

* Providing support to Chief Financial Controller for smooth execution of financial operations; providing inputs for month-end journal vouchers as advised by Chief Financial Controller; enabling smooth discharge of functions in collaboration with colleagues and departmental managers
* Preparing & finalizing financial reports, such as Trial Balance, Profit & Loss Account, Balance Sheet, General & Subsidiary Ledgers and Vouchers; creating & implementing budgets and performing variance analysis
* Monitoring inflow & outflow of funds; managing bank reconciliation activities; performing reconciliation of balance sheet and major accounts including expenses & rents, fixed assets, EOSB, retention and other accruals
* Ensuring timely realization of debtors and monitoring payments made to vendors; tracking accounts receivable / payable accruals and conducting reconciliation of accounts receivable / trial balance to the general ledger
* Maintaining register and preparing payments for renewal of leases on all company accommodation, residential, office & industrial premises
* Monitoring & interpreting cash flows and predicting future trends; enabling timely processing of invoices to ensure compliance of invoices; maintaining company inventory account
* Monitoring applications and renewals of Letter of Credit; undertaking monthly reconciliation and verification of monthly payroll; consolidating and posting costs for sub-contract labour
* Ensuring adherence to QHSE policies / procedures / instructions /legal requirements

**Muthoot Finance Limited, New Delhi Mar’2011 – 2014**

**Audit In-charge**

**Responsibilities**:

* Delivering full range of Audit and Assurance services, for internal departments of the organization
* Developing a familiarity with functions of unit to be audited
* Preparing audit programs, scope for audit, drafting audit reports with a view to highlight the shortcomings and implementing necessary recommendation; managing end-to-end audit process within time & budget
* Ensuring that audit findings and recommendations made during the course of the audit are promptly communicated to management; preparing final audit reports and other deliverables as necessary
* Identifying & analyzing risks involved and internal control weaknesses and reporting to the top management; monitoring all aspects of audit assignments from the stage of planning till completion
* Meeting the audit objectives while gathering and documenting sufficient evidence to support audit conclusion; communicating written audit results in a timely, comprehensive, and clear manner
* Preparing meaningful, clear & concise reporting of audit findings and recommendations; working with Management in building recommendations and action plans based on findings
* Presenting monthly status reports of branches to Management;
* Assigning, supervising & reviewing the work of junior audit executives to ensure that risks and audit concerns re addressed within an appropriate time frame
* Safeguarding the assets of the company and identifying & mitigating frauds; maintaining regularity in branches

**IT Skills**

* Microsoft Dynamics GP
* ERP BAAN LN
* Microsoft Office: Excel, Word, PowerPoint
* Tally, Peachtree, Wings, Quick Book
* Daceasy, MYOB

** Personal Details**

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**al Details**

Date of Birth: 11th April 1990

Languages Known: English, Hindi and Malayalam