**BEBETTO**

**BEBETTO.371451@2freemail.com** ****

* **Profile**

**ACCA Affiliate with more than 4 years experience in Audit and Accounts.** A highly motivated and result driven individual, who is both trustworthy and flexible, seeking a career position to further develop my expertise and experience. Friendly and have a good knowledge of language with an appropriate and helpful attitude towards others with the willingness to learn new skills.

 **Work Experience**

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| **RAMLA GROUP**Dubai, United Arab Emirates |  **SENIOR ACCOUNTANT**  **09/04/2015 to 10/05/2017 (25 Months)*** Prepare & Analyze daily funds flow position and inform the Accounts Manager if any fund transfers are required
* Preparation of Monthly MIS Reports for the Management
* Updating Audit schedules and Passing monthly closing entries
* Preparation of Financial and Non-Financial reports for management as per request
* Assist Auditors in Audit and provide the necessary documents and clarifications for the completion of the Audit
* Contacting the Insurance providers regarding new policy/renewal of existing policy and following up for the claims
* Dealing with bankers as per the management’s requirement regarding any new/existing services
* Verification of Supplier Payments, Petty/Market/PRO Cash Reimbursement, General Expense/LPO Payments, PRO Expenses.
* Monthly reconciliation of Bank accounts and Group company balances
* Preparation of Salary for more than 250 Employees
* Preparation of WPS report for Salary Disbursement
* Preparation of Settlements for Employees
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| **NILAMBUR FURNITURE**Ernakulam, India |  **ACCOUNTANT**  **04/02/2014 to 03/04/2015 (14 Months)*** Preparation of Monthly Financial Reports for the Management
* Verification of Stock transferred from factory to shop
* Conduct Stock takes on a regular basis to confirm the system stock and the physical stock are matching
* Updating Audit schedules and Passing monthly closing entries
* Preparation and Filing of Monthly Sales Tax Returns
* Preparation of Financial and Non-Financial reports for management as per request
* Assist Auditors in Audit and provide the necessary documents and clarifications for the completion of the Audit
* Preparation of Payments to the suppliers based on the credit terms
* Monthly reconciliation of Bank accounts
* Preparation of Salary for more than 50 employees
* Verify the accuracy of financial accounts of Woodspire (Sister Concern) and preparation of Financial Statements for the management
* Preparation and Filing of Monthly Sales Tax Returns for Woodspire (Sister Concern)
* Maintain the accounts for MT Builders (Sister Concern) and preparation of Financial Statements as per Management request
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| **JOSE KAPPEN & CO**Thodupuzha, India |  **AUDIT ASSISTANT** **02/01/2013 to 03/02/2014 (13 Months)*** Conduct Audit for companies assigned to me, process information and make relevant conclusions
* Report to the concerned Partner (Chartered Accountant) along with the Audit evidence for helping the partner to form an accurate Audit opinion
* Preparation of Financial Statements along with Schedules for the Audited Companies
* Filing Income Tax returns
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 **Education**

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| **KAPLAN FINANCIAL**London, United Kingdom |  **ACCA** * Qualified ACCA in February 2013
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| **ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS**London, United Kingdom |  **ADVANCED DIPLOMA IN ACCOUNTING AND BUSINESS** * Awarded in August 2011
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| **ST. THOMAS PUBLIC SCHOOL**Muvattupuzha, India |  **AISSCE** * Completed 12th Standard (Computer Science stream) in 2009 with 80% Marks & Topper in the school for Computer Science
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| **ST. THOMAS PUBLIC SCHOOL**Muvattupuzha, India |  **AISSE** * Completed 10th Standard in 2007 with 85% Marks
 |
| **G-TEC COMPUTER EDUCATION**Muvattupuzha, India |  **DIPLOMA IN WEB DESIGN & ANIMATION** * Completed in September 2009 with A grade
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 **Skills**

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| **Languages** |  **English, Malayalam, Hindi, Tamil** |
| **Softwares**  |  **SAP B1** **MS Office** **Tally** **Gravity** **Javelin** **Gensis** |
| **Driving License** |  **UAE & India** |

 **Personal Aptitude**

* Smart and fully committed to job
* Accepts any demanding role and able to work even under pressure
* An excellent team player and ability to work independently
* Highly enthusiastic and can adapt quickly to changing job environments/requirements
* Well-organized and hard working
* Trustworthy and reliable

 **Hobbies**

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| **56f24fb07d8cec209f5f4ee1fb582755_leisure-activities-clip-art-leisure-activities-clipart_417-412.jpeg** | **Photography** |
| **56f24fb07d8cec209f5f4ee1fb582755_leisure-activities-clip-art-leisure-activities-clipart_417-412.jpeg** | **Travelling** |
| **e1fba9dd51669f5bb757e69d7e04c53d_playstation-clipart-clipart-kid-playstation-controller-clipart_2400-2400.png** | **Gaming** |
| **k15670706.jpg** | **Long Drives** |

 **References**

 **Available upon request**