**BEBETTO**

[**BEBETTO.371451@2freemail.com**](mailto: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.

29060-200.png **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 |
| **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 |
| **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 |

 **Education**

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| **KAPLAN FINANCIAL**  London,  United Kingdom | **ACCA**   * Qualified ACCA in February 2013 |
| **ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS**  London,  United Kingdom | **ADVANCED DIPLOMA IN ACCOUNTING AND BUSINESS**   * Awarded in August 2011 |
| **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 |
| **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 |

 **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**