 Abin

 Abin.372729@2freemail.com

# Professional Summary

Extensive and diverse accounting experience in treasury Management, Purchasing, Invoicing, Banking, Credit, Collections, Cash application, billing, month-end accounting close, general ledger analysis and month-end financial procedures and reporting. Highly proficient in Microsoft Word, Excel, Tally, Internet, webmail etc.

**Areas of expertise:**

* Bank Reconciliation
* Purchasing & Invoicing.
* General Ledger
* Cash Management
* Receivables Management
* Accounting Close
* Balance Sheet Reconciliation

# Skills

 Economics and Accounting Computers and Electronics

 English Language Administration and Management

 Writing Coordination

 Speaking Judgment and Decision Making

 Time Management Instructing

# Experience

**QATARTEC WLL, QATAR, DOHA**

## ACCOUNTANT, OCT 2014-Sept 2016

* Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
* Report to management regarding the finances of establishment.
* Establish tables of accounts and assign entries to proper accounts.
* Develop, implement, modify, and document record keeping and accounting systems, making use of current computer technology.
* Represent clients before taxing authorities and provide support during litigation involving financial issues.
* Prepare forms and manuals for accounting and book keeping personnel, and direct their work activities.
* Prepare financial or regulatory reports required by laws, regulations, or boards of directors.
* Oversee the flow of cash or financial instruments.
* Communicate with stock holders or other investors to provide information or to raise capital.
* Develop or analyze information to assess the current or future financial status of firms.
* Prepare and process requisitions and purchase orders for supplies and equipment.
* Use computers for various applications, such as data base management or word processing.

## CO-OPERATIVE SOCIETY, MUVATTUPUZHA, KERALA

## ACCOUNTANT APRIL 2013-SEP 2014

* Analyze applicant’s financial status, credit, and property evaluations to determine feasibility of granting loans.
* Obtain and compile copies of loan applicant’s credit histories, corporate financial statements, and other financial information.
* Handle customer complaints and take appropriate action to resolve them.
* Approve loans within specified limits, and refer loan applications outside those limits to management for approval.
* Answer customer’s questions, and explain available services such as deposit accounts, bonds, and securities.
* Process loan applications.
* Report to management regarding the finances of establishment.
* Establish tables of accounts and assign entries to proper accounts.

# Education

 CMS IMS, COIMBATORETAMILNADU

MBA, FINANCE & MARKETING, MARCH2013

 YELDO MAR BASELIOS COLLEGE, KOTHAMANGALAM, KERALA

B.COMCA, MARCH2011

 CO-OPERATIVE COLLEGE, THODUPUZHA, KERALA

PLUSTWO, MARCH2008

 HSS, PAMPAKUDA, KERALA SSLC, MARCH2006

# LANGUAGES HANDLING

* FLUENT IN ENGLISH
* NATIVE MALAYALAM SPEAKER
* AVERAGE IN HINDI
* SPEAK TAMIL

# PERSONAL DETAILS

 Age : 26yearsold, 24October1990

 Nationality : Indian

 Religion : Christian

Marital Status : Single

Visa Status : Visit (convertible visa), 21/07/2017 up to 3months

Driving license : Valid Indian Driving License

# DECLARATION

I hereby conform that all particulars furnished above are true and complete to the best of my knowledge and belief. I assure you my best and sincere service, if am given an employment in your esteemed organization.