

 **JIBIN**

**Email :** **JIBIN.373944@2freemail.com**

**Current Location:Dubai**

**Valid UAE License Holder**

**Career Objective:**

Intended to enhance the career with leading corporate of hi-tech environment with committed

and dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging and creative environment and also seek a challenging position and to dedicate my service to a reputed organization to expose my talents and skills.

**Organizational Highlights**

 Overall 7years’ Experience in Finance & Accounts field

**1) Al MARIYA GROUP OF COMPANIES-UAE**

**Designation: Accountant General –**

Worked as an Accountant General in Al Mariya Group of companies from June 2015 to August 2017.

**Duties & Responsibilities: (Reporting to Finance Manager)**

* **Receivables Accounting &Reporting**
* Responsible for the ensuring client payments are received and accurate based on the invoices for over 150 clients.
* Process accounts, maintain ledgers and receipts in compliance with financial policies and procedures of the company and allocate to customer account as required.
* Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables data.
* Prepare bills, invoices and bank deposits
* Ensure delivery and invoices are timely receipted by customer.
* Reconcile the accounts receivable ledger to ensure that all receipts are accounted for and properly posted.
* Verify discrepancies and resolve clients’ billing issues. Does a thorough analysis on sales return and credit notes generated in required cases.
* Facilitate receipt of invoices due amount by sending bill reminders and contacting clients.
* Chase overdue invoices by telephone, email & letter within agreed timescales.
* Undertake customer account reconciliations as required.
* Maintain accurate records of all chasing activity.
* Generate financial statements and reports detailing accounts receivable status.
* Send out monthly client statements/letters as may be agreed from time to time
* Propose write off of irrecoverable debts and disbursements.
* Prepare files for transfer to the Debt Recovery Legal / Insurance Department.
* Ensure monthly processing deadlines are met as required
* Chief support in semi-annual and annual company audit for accounts receivables.
* Maintain close relationship with sales team to have control over collection process and facilitate further sales.
* Monthly collection forecasts prepared as required by management.
* Detailed Customer Over dues report on 30-60-90-120 AR aging is prepared fortnightly.
* AR aging report is prepared fortnightly and monthly.
* Receivables provisioning report prepared to facilitate the monthly financial closing.
* **General Accounting & Monthly Financial Closing: (Reporting to Finance Manager)**
* Along with other team of accountants involved in day-to-day, monthly, quarterly and year-end operations of the Accounting/ Finance Department.
* Bank accounts are reconciled monthly.
* Trial balance is analyzed and wrong entries are corrected.
* Correction entries are passed as required by Finance Manager.
* Assist Finance Manager in monthly preparation of Profit and loss A/C & Balance Sheet.
* Reporting as per the internal audit department requisition and co-coordinating with auditors for interim / annual audit.
* **Accounts Payables: (Reporting to Finance Manager*)***
* Accounting, monitoring and controlling the payables as per the procedures of the company.
* Documents insisted to comply the purchase policy are comparison quotations from market, management approved Purchase order, management approved margin sheet (in case of material purchase for reselling), signed service/ material receipt note from the concerned person in our company.
* Chases for invoices from supplier. Reconciles supplier statement and processes payment on due date.

**2) Sutherland Global Services Pvt Ltd - India September 2011 to April 2015**

**Designation: Accountant –**

**Worked as an Accountant in Sutherland global services,Kochi from Sept 2011 to April 2015**.

**Duties and Responsiblities (Reporting to Accounts Manager)**

* Maintain Purchase Register, Billing and Invoicing, & Ledger
* Preparing Daily/Weekly/Monthly Reports to Client
* Handling Clients’ mails and giving response to them without any time delay
* Payroll Handling and petti cash management.
* **Worked as an Accountant in law book shop Ernakulam on May 2008 – June 2009.**

.

**Professional /Academic Qualification:**

* **Master of Business Administration (Finance & Marketing)**
* From SNGIST , N. Paravoor (Approved by AICTE and Affiliated to

 M.G University, 2009-2011).

* **B com (Taxation)**
* From St Alberts college Ernakulam (Affiliated to M.G University, 2005-2008)

**Computer Skills:**

* **TallyERP 9, Focus, SAP, Peachtree and Pensoft**
* Good Exposure in **Excel** and other **MS Office Tools**.
* MS Office 2007 , 2010 , 2013.
* Operating System:- Windows’7 , Windows Vista

**Acheivement& Strengths**

* Secured Sutherland platinum award for “integrity” and “entrepreneurial spirit”.
* Secured best performer award from Sutherland global services.
* Ability to work under pressure, Patience , Dedication, innovative thinking .
* Strong interpersonal skills
* Good Communication skill &Leadership Skills

Good Ability to work under pressure and Patience

* Dedication, innovative thinking , Strong interpersonal skills

**Personal Profile:**

* Name : Jibin
* DOB : 03-05- 1988

Gender : Male

Nationality : Indian

Languages Known :English,Hindi, Malayalam,Tamil

Hobbies : Listening music, playing Cricket.

* Visa Status : Visiting Visa
* Passport expiry :12-08-2019
* License : Valid UAE Driving license Holder

**Declaration:**

The details stated above are true to the best of my knowledge.