**MIBIN**

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(Visa Status: Transferable Visit Visa, Expire on 03th February 2018)

**MIDDLE LEVEL MANAGEMENT PROFESSIONAL:FINANCE & ACCOUNTS**

**PROFILE SUMMARY**



**5 years** of experience in Financial Accounting, Planning & Reporting in Manufacturing industry(TiptopFurniturePvt.Ltd,Fischer Footwear – Manufacturer of Quality PVC & PU Footwear)

Handling day to day Accounts in tally

Prepare all Financial & Inventory based reports Give training for new accounts staff

**Co-ordinate with company’s audit team**; coordinating for queries raised by auditors and successfully completing auditswithin agreed timeframes

**AREAS OF EXPERTISE**



Ensuring reclassification and accounting of wrong or unaccounted entries prior to closure of the general ledger Bank **reconciliation**& Ledger account reconciliation

Prepare salary statements

Check and Correct **Inter Firm** transactions Prepare **Fund Flow** Statement in every day

Accurate preparation and timely submission of VAT returns Prepare & finalize GST Returns

**EMPLOYMENT DETAILS**



**December 2015 – October 2017 with Tip Top Furniture Pvt. Ltd., as an Accountant.**

**Key Result Areas:**

**Accountable for the:**

* + Preparation of the age wise debtor statements and accounts receivable statements
	+ Maintenance of cash & bank books
	+ General A/c related work such as preparation of vouchers, record Keeping and accounting transactions

**Carrying out reconciliation of:**

* + Vendor Ledger
	+ Petty cash books & Bank pass book
	+ Branch Ledger

Generating sales invoices

Client & Vender interaction and making follow-up for payments Follow-up with local bank for banking transaction

Making purchase order for materials

**Handling the preparation of:**

* + Monthly Finance Report
	+ Inventory Status Report
	+ LC (Letter of Credit)
	+ VBD (Vender Bill Discounting)
	+ TDS workings
	+ VAT calculation
	+ VAT Return filing and E-pay
	+ GST Calculations
	+ GST Return filing
	+ MIS Report

October 2013- November 2015 with Josco Rubbers Pvt. Ltd., as an Accountant**.**

Prepare financial statement (Balance sheet, Profit&Loss Account), reports of operations, expenditure reports. Prepare & finalize VAT Returns.

General Ledger Account Analysis and subsidiary ledger reconciliation (A/P and A/R). Prepares and approves Journal Entries and Inter-company transactions.

Bank Account Reconciliation.

General A/c related work such as preparation of vouchers, record Keeping and accounting transactions. Client & Vender Interaction & making follow-up for Payments.

Petty Cash Management & Cash book Reconciliation. Making outstanding detail & follow- up.

Making Cheques for parties.

Making Reports as per Management Requirement. Follow Up with Local Bank for Banking Transaction.

Handling Sale Tax Work along with company chartered Accountant.

June2012- October 2013 with Chemmannur International Jewellery, as an Accountant**.**

Preparation of various reports related to accounts on daily, weekly & monthly (i.e. Invoice, Accounts Receivable, Accounts Payable, Employees Payroll & Other settlements, Bank Reconciliation etc.).

Preparation of monthly VAT calculation.

Preparation of monthly and annual VAT return fling.

Recording of All Receipts & Payment Voucher, Journal Voucher as per the Policies and procedures of the Organization.

Bank transaction updates and reconciliation. Maintaining petty cash.

Payable Reconciliation and processing of vender payments in time.

Completes audit work papers by documenting audit test and findings. Assisted with internal and external audit functions.

Works as Bridge with HO and Branch.

Entries of cash Book, Sales Bills & Purchase Bills etc. Bank Reconciliation & ledger Account Reconciliation. MIS reporting to senior managers.

**EDUCATION**

**Bachelor of Commerce** from Calicut university

**Intermediate of Commerce** from Kerala higher secondary board **Matriculation** from board of public examination



**COMPUTER SKILLS**



**Accounting Software:** Tally ERP, Peachtree, Quick Books

**Ms Office:** Ms word, Excel (Sound knowledge in excel formulas, **Macros, Vlookup, Hlookup, Sumif, Pivotable**

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| etc) |  |  |  |  |
| **PERSONAL DETAILS** |  |  |  |
| Date of Birth: | 21th May 1990 | Religion | : | Christian |
| Marital Status: | Single | Linguistics | : | English, Malayalam |
| Nationality: | Indian | Passport No : | H6351667 (Valid up to 21thOct 2019) |