

**ACCOUNTANT WITH MORE THAN 2.6 YEARS PROFESSIONAL EXPERIENCE**

**SUBIN**

**Current Location: Qatar**

**Contact No: C/o 971504973598**

[Subin.378468@2freemail.com](mailto:Subin.378468@2freemail.com)

**CAREER OBJECTIVE**

To build a strong and successful career in Accounts & Finance and to take responsibilities and fulfill them to the very extend I can.

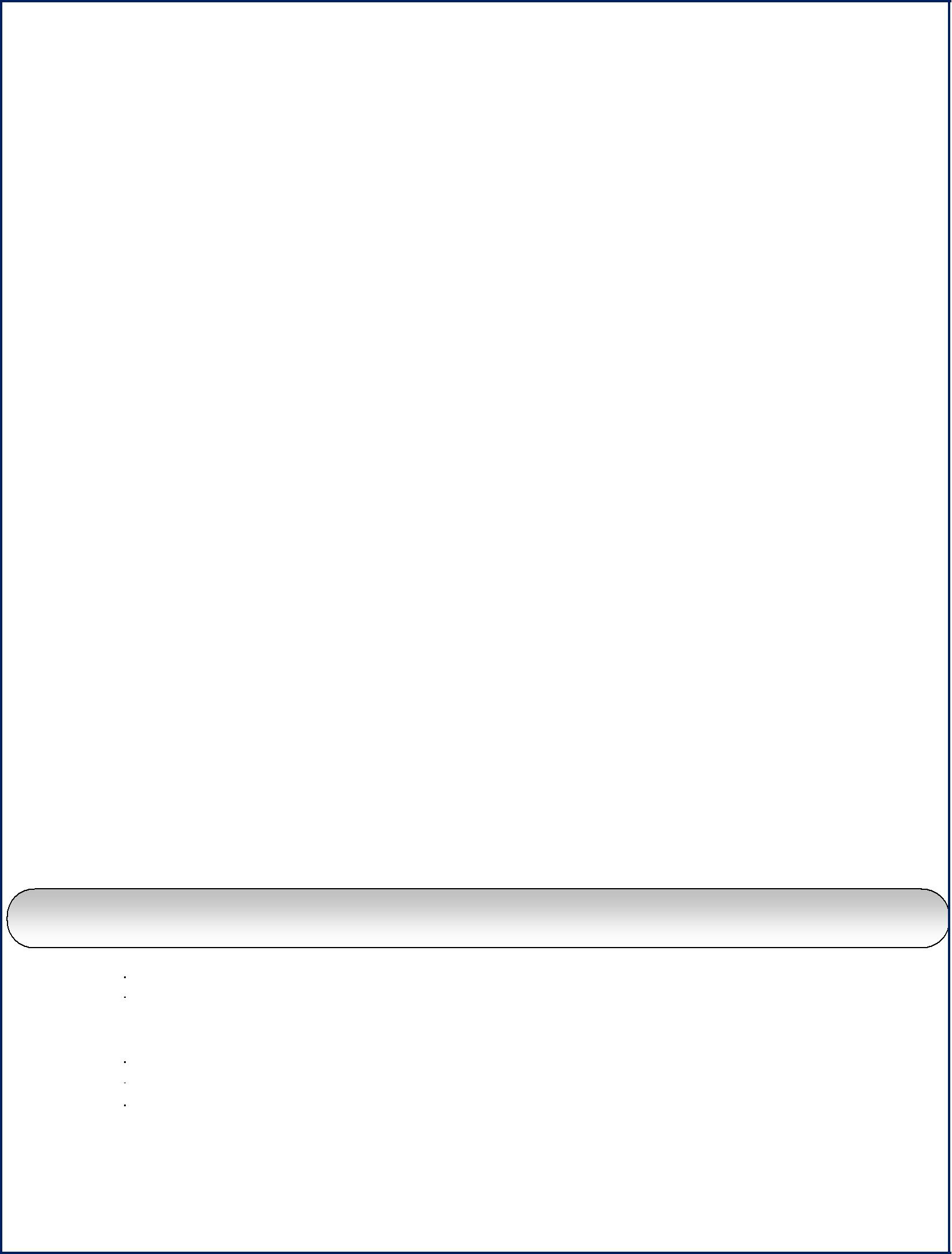
**WORK EXPERIENCE**

**Accountant**

**Theruvath Builders**, Kerala, India (June 2015 – Jan 2018)

**JOB PROFILE**

* Passing Journal entries & Maintain balances of subsidiary accounts by verifying, allocating, posting, reconciling transactions & resolving discrepancies
* Maintain tax(VAT) payments & support VAT implementations
* Verifying related supporting documents like quotation, purchase orders, delivery notes, store receipt, Receipt Vouchers, Deposit slips & cheque copies etc



* Manage cash & Cash equivalents & control liquidity
* Analyze and maintain customer account ,supplier account, Out standings and review age wise analysis
* Preparing bank reconciliation as well as debtors and creditors accounts
* Review Inventory ledger, Stock Register and physical stock verification
* Maintain Payroll And Benefits & supervising the payroll operational functions
* Perform the closing procedures for the periodical closings as monthly, quarterly and year end closings
* Preparing and reporting for the Monthly & Quarterly financial statements (T/B, P&L, B/S , Cash Flows) and accompanying analysis
* Manage and maintain fixed asset register & Depreciation
* Liaising with Managerial Staff, Bankers, Auditors & Government authorities
* Coordinate and assemble information for the annual audit and provides assistance to external auditors in the review of financial operations
* Perform other related duties as instructed by the Management

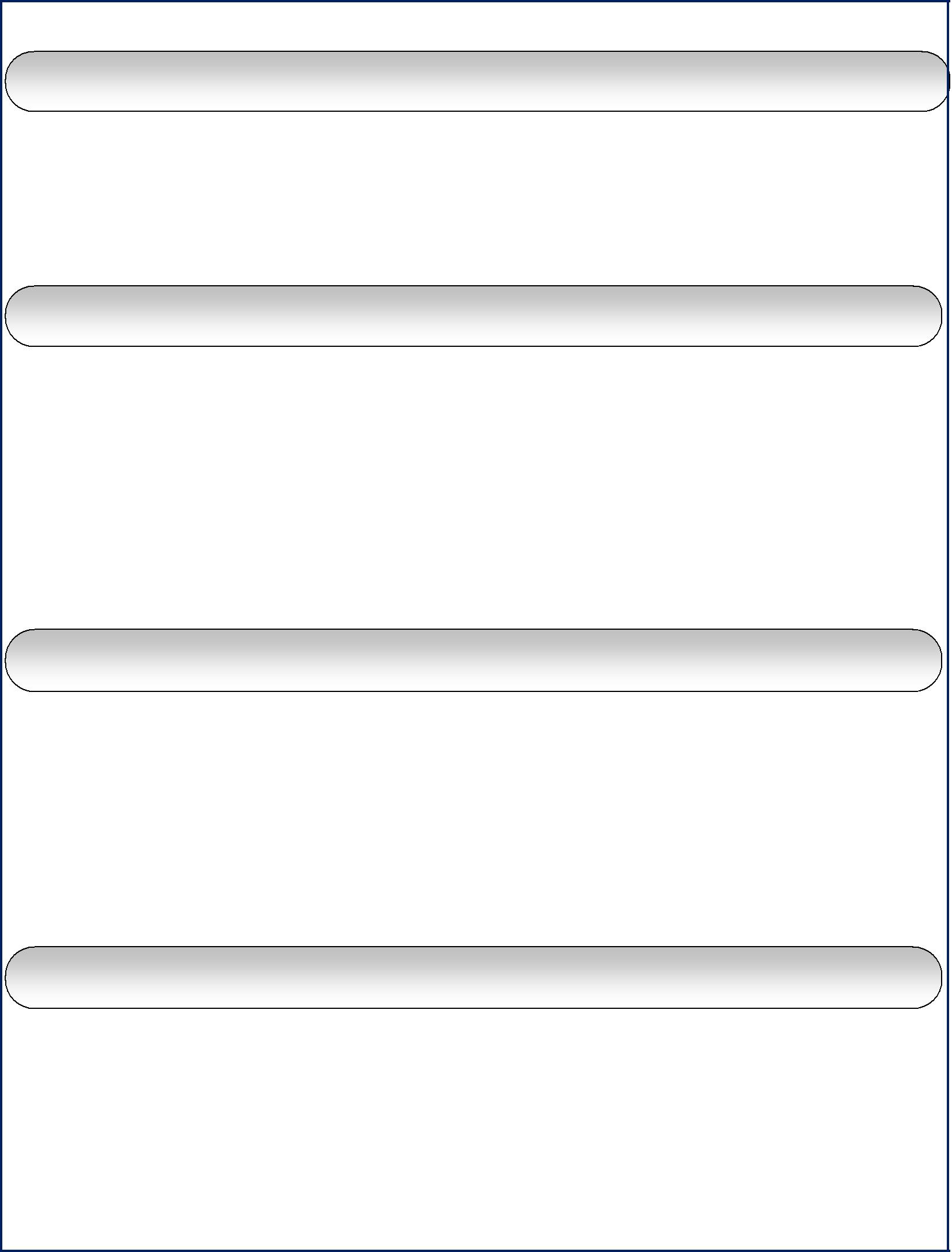
**EDUCATIONAL QUALIFICATION**

 **Master of International Business(Commerce)-(MIB)** Bharathiar

university, Tamilnadu, India

 **Bachelor of Commerce(B.Com),** M G university, Kerala, India **Certificate of International Financial Accounting**

(Institute of International Accountants, India)



**I T SKILLS**

* **Microsoft Office** Packages
* Accounting packages – **Tally ERP 9, Peachtree and Finac**
* Confident to do any Accounting Software

**PROFESSIONAL SKILLS**

* Organizing tasks
* Positive Attitude
* Leadership/Management Skills.
* Planning
* Problem-Solving/Reasoning
* Teamwork
* Honesty

**PERSONAL DETAILS**

Date of Birth

Gender

Nationality

Marital status

Religion

Languages known

Visa Status

: 27/04/1989

: Male

: Indian

: Single

: Christian

: English, Malayalam and Tamil

: Visit Visa

**REFERENCE**

Reference will be provided on demand.