**Accountant with 2.5 years of Professional Experience**



**JIBIN**

**Mobile: C/o 0504973598**

Jibin.378640@2freemail.com

**Doha, Qatar**

**Objective**



Seeking a challenging job in the field of **Accounting & Finance** with a reputed organization, to test my personal skills and the knowledge gained from my degree for the benefit of the organization.

**Professional Experience**



* **Accountant**

**Thomas Mathew Associates(August 2017 to January 2018)**

* **Accountant**

**ACL Accountings Solutions(May 2015 to April 2017)**

**Job Profile**



* Prepare, Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports
* Reviews all invoices, Receipts, Payment Vouchers & Supplier documentations
* Ensure that availability of Funds in the Bank and maintain liquidity
* Manage Receivables and Payables by Preparing ageing reports, Calculating reimbursement bills, Tracking & Reconciling Receivables & Payable etc
* Maintain Bank reconciliation, Inter & Associated companies reconciliation
	+ Reconciliation of debtors and creditors
* Review monthly inventory check and making report in every months, prepare reports of moving items and non moving items
* Handle Payroll & Employee Benefits, scheduling, Maintaining staff history and vacation detailing, Travel coordination and hotel reservation and keep a systematic filing of all correspondence with the employees
* Manage month-end close activities including the preparation and review of Adjustments & Closing entries
* Facilitate and complete monthly close procedures; prepare Trial Balance, Profit and Loss statements, Balance sheet and other reports as per management demands
* Maintaining asset register and ensure that every addition and disposal of assets are properly done
* Liaison with internal and external auditors, banks, regulatory agencies, suppliers and customers
* Assist and coordinate to schedules for periodical reviews , Internal audits
	+ year-end audit with external auditors
* Provide time to time reports to the management & Ensure confidentiality and security of all financial files

**Professional Qualification**



* **Bachelor of Commerce (B.Com)**

M G University, India

* **Certificate in International Financial Accounting** (Institute of

International Accountants, Kerala-India)

* **Certificate in Tally(Tax study centre)** Kottayam, kerala

**Professional Strengths**



* Ability to work on own initiative and to tight deadlines
* Accuracy & Adaptability
* Strong Work Ethic
* Delegating skills
* Encouraging people
* Multi-tasking

**Technical Skills**



**Tally ERP 9, Peach Tree**

**Microsoft Office**

Confident to do any Accounting Software

**Personal Profile**



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| --- | --- | --- |
| Date of Birth | : | 12-10-1994 |
| Gender | : | Male |
| Nationality | : | Indian |
| Marital Status | : | Single |
| Language Proficiency | : | English, Malayalam and Tamil |
| Religion | : | Christian |
| Visa Status | : | Visit Visa |

**References**



Reference will be provided on demand