

MARTIN

Email : martin-389969@2freemail.com

 **Accountant**

* High energy, focused, multi lingual Finance professional with over 3 years of experience in corporate finance. Hands on experience in consolidating and analyzing financial data.
* A highly motivated and ambitious individual able to give timely and accurate advice, guidance, support and training to team members and individuals. Possessing excellent management skills and having the ability to work with the minimum of supervision.

**SKILLS**

|  |  |
| --- | --- |
| * Accounts Payable process in Oracle
* Team Leading
* MIS report.
* Invoice Entry & Accounting in Oracle
 | * Monthly Payments Reconciliation.
* Team meeting and leading.
* Time management
* Ability to meet SLA
 |

**EXPERIENCE**

**MYND INTEGRATED SOLUTIONS PVT LTD. *5th May 2016 – 11 march 2019***

**Accountant**

Having overall responsibility for the payment processing of the company and managing the team for helping the client to get the process done smoother.

* Evaluate business process for effectiveness and efficiency and provide recommendation for improvement.
* Checking and evaluation of tax rates and distributing taxes with effective lines.
* Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
* Making accounting entries by using Oracle ERP.
* Coordinate with finance team for making payment according to the parallel invoice entries.
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Co-ordination with Vendor, Consultant.
* Dealing with MIS reports for an effective payment reconciliation.
* Purchase order amendment in oracle.
* Handling employee claims and maintaining MIS of the same.
* Monthly KPI,PSC report preparation and circulation to each department and teams.

#### **Accountant**

#### **Minacs Limited**

#### Jan’16 – May’16

* Coordination of invoice processing
* Control over team performance
* Clearing queries from processing team
* Keeping & handling invoices for validation
* Generate MIS reports
* Team guiding for improvement of invoice processing.

**CAREER SUMMARY**

MBA and Bachelor of Business administration [BBA] graduate with knowledge and practical experience in Accounting and Financial matters and Generally Accepted Accounting Principles [GAAP]. Have experience in Accounts Payable also.

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of course | Board/University | INSTITUTION | YEAR OF PASSING |
| MBA (Finance & Marketing) | M.G. University Kerala | SNGIST, North Paravoor | 2014 |
| BBA | M.G. University Kerala | NCIT Chalakudy | 2011 |
| 12th (HSC) | KERALA STATE BOARD | DE PAUL EMHSS. Angamaly South | 2008 |

**COMPUTER SKILLS**

* Oracle ERP, Outlook
* Microsoft Tools

**PERSONAL INFORMATION**

Date of Birth : 06-feb-1991

Gender : Male

Martial Status : Single

Nationality : Indian