Jun 2018 – July 2019 Ajman, UAE



**LIBIN**

Email – [libin-394050@2freemail.com](mailto:libin-394050@2freemail.com)

**Professional Summary**

Recently i was working for Cognito Management Consultancy as an accountant located in Ajman, UAE. Before

relocating to UAE, was functioning as Senior Accountant in Kumarakom Cuisine Pvt Ltd, Chennai. I started my

carrier in accounts from Param Prasad Charitable Society's educational institutions named as “Mary Matha High

School & Jr. College and Mary Matha English Medium School”, Maharashtra, India.

**Skills**

|  |  |
| --- | --- |
|  Data entry |  Tally erp |
|  Accounts payable and receivable |  MIS reporting |
|  Office administration |  Bank reconciliation |
|  Book keeping |  Time management |
|  Invoice preparation |  MS office |
|  VAT return preparation & filing |  |
|  Banking transactions |  |
|  |  |

**Work History**

**Accountant cum audit assistant**

Management Consultancy

* Book keeping of multiple companies.
* Assist auditors in statutory auditing schedules.
* Assigned client visit on weekly/monthly basis.
* Internal audit of schools.
* UAE VAT returns preparation and filing.
* Supervision and review of financial accounting records.
* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Secures financial information by completing data base backup.
* Reconciles financial discrepancies by collecting and analyzing count information.
* Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
* Preparation of bank reconciliation statements.

**Senior Accountant** Jul 2017 - Apr 2018

Chennai, Tamilnadu, India

* Managed accounts payable as per the terms of Company policies.
* Maintained GST Reports as per the provisions of respective law.
* MIS reports prepared in relation to weekly and monthly sale, Stocks in store.
* Prepared payroll of 100+ staffs and salary transfer in timely manner.
* Liaising with third parties (Swiggy /Zomato /Uber eats) in relation to payments and other compliance.
* Petty cash handling of 4 branches.
* Purchase order processing and its followup till delivering in store.
* All kind of banking transactions handling.(CDC/PDC Cheque, Online money transfer, Statutory payments…etc)

|  |  |
| --- | --- |
| **Accountant** | Jun 2014 - Feb 2017 |
| Educational Institutions |  |
| -Mary Matha High school & Jr college |  |
| -Mary Matha English Medium School. | Pune, Maharashtra, India |

* Prepaid reports on monthly basis relating to outstanding fee and its submission to management.
* Maintained continuous view and monitoring over the multiple bank accounts and reconciled it with school data basis with no time lag.
* Handled around 160+ staff's salary, pf ..etc
* Controlled over 40+ school buses as per the rules and regulations.
* Closed and forwarded accounts info to auditors on monthly basis according to the prevailing accounting standards for auditing purpose.
* Office administration.
* PDC /CDC cheque management and statutory payments.
* Customer management.

**Education**

**Bachelor of Commerce**: **Finance And Taxation** 2014

M G University, Kottayam. Kottayam, Kerala

**Personal Profile**

Date of Birth : 21 October 1991

Nationality : Indian

Gender : Male

Marital Status : Single

Languages Known : English, Malayalam, Hindi

Religion : Christian

Availability to join : Immediately

I solemnly declare that all the information furnished above are true and correct to the best of my knowledge and belief.

**LIBIN**