# **BIPIN**

 **Email: bipin-147565@gulfjobseeker.com**



## **ACCOUNTANT / SALES SUPERVISOR**

An experienced Accountant with nearly 15 years, worked in the GCC,strong technical and analytical skills balanced with strength in communication, team work and leadership. Experienced in fostering and developing excellent relations, increasing efficiency to enhance profitability. Leadership skills include ability to lead and motivate co-workers from all backgrounds, creative problem solving and solution-oriented work style, decisive and confident decision making, as well as in depth proficiency with new technology trends. Well-developed communication skills, ability to work well independently and as part of a team. Seeking a position of an Accountant with a reputed organization where by skill set acquired and experienced gained would be of a value addition.

###  **ACADEMIC ACHIEVEMENTS**

|  |  |  |
| --- | --- | --- |
| **Name of the Certificate** | **Year Of Passing**  | **Board/University** |
| MBA (Banking & Finance) | 2016 | Bharatiaar University |
| B. Com  | 2002 | Calicut University |
| Pre Degree | 1998 | Calicut University |
| S.S.L.C | 1996 | Board of Kerala |

 **TECHNOLOGY OVERVIEW**

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| --- | --- | --- | --- |
| Operating System  |  | :  | Windows 7, Windows XP  |
| Accounting Packages  |  | :  | Mycom POS Inventory System and Oracle, PSND (SAP – Operating System) |
|   |  |  | Tally 6, Tally 5.4, Tally 4.5 |
| Tools  |  | :  | MS Office (Word, Excel, PowerPoint)  |
|  |  |  |  |
| Software  | :  | HHT, PDT, PDC Equipment  |

**CAREER PROGRESSION**

 **Supermarkets LLC**

(Chain of Supermarkets & Department Store across UAE)

 **United Arab Emirates**

**Floor Supervisor** Oct 2017 – Till Date 3 Yrs

Highly experienced and reliable Grocery Retail worker with an exemplary customer service record. Especially adept at creating innovative and visually attractive food displays. Able to maintain excellent cordial and professional relationships with staff and customers.

Duties:

* Extensive experience in grocery retail
* Thorough expertise in supermarkets and retail chains
* Superior and detailed grasp of product knowledge
* Excellent skills in time management and organization
* Strong ability to visually determine grocery product freshness and quality
* High skills in following company procedures and directions
* Debtor and creditor reconciliations.
* Handled all customers courteously and efficiently.
* Identified customer needs and made appropriate recommendations.
* Checked product rotation to remove outdated products.
* Ensured accurate labeling and pricing for all products per department directives.
* Stocked shelves backup stores and displays.
* Upheld all store cleanliness and safety standards.
* Addressed all customer special orders and requests.
* Cleaned and coordinated sampling areas on a regular basis.
* Ensured cleanliness and functioning of grocery equipment prior to use.
* Resolved all customer phone queries.
* Assisted with sales report preparation on a bimonthly basis.
* Upheld sanitation and health procedures for all completed tasks.

**Oman Refreshment Co. (S.A.O.G) PepsiCo.Intl**.

(Manufacturing & Bottling of Soft Drinks Beverages& Snacks)

 **Sultanate of Oman**

**Accountant**  Apr 2010 – Nov 2016 6 Yrs

Supporting the business by assisting to produce accurate financial and management accounting information on which financial decisions are based and also involved in compiling financial reports and analysis, while working to strict deadlines.

Duties:

* Preparing sales invoices and the up keeping of an accurate account filing system.
* Preparation and input of month end journal vouchers.
* Inputting, matching, batching and coding of invoices.
* Debtor and creditor reconciliations.
* Physical stock reconciliations.
* Preparation of various reports for senior managers.
* Responsible for financial accounts including budgets and cash flow.
* Supervising junior financial staff.
* Responsible for KPI analysis and evaluation of costs and margins.
* Conversant with PAYE and VAT reconciliations.
* Conducting regular business reviews of financial performance.
* Proactively identifying business improvement opportunities.
* Fixed asset accounting, reconciliations and depreciation journals.
* Ensuring that information is accurately collated and entered in to systems.
* Preparation of bi weekly invoice and expense claim payments runs.
* Assist in the preparation of monthly balance sheet account reconciliations.
* Inputting of supplier invoices and employee expense claims to the ledgers.

## **Dhofar Cattle Feed Co.(S.A.O.G)A’Safwah brands**

(Dairy Products and Beverage Manufacturers) **Sultanate of Oman**

Accountant/Logistic Supervisor Oct 2004 – Feb 2010 - 5 ½ Yrs

* To maintain daily stock reconciliation for each SKU’s by using Hand Held Terminal Software and Networking System. Daily verification of products in different areas such as dispatch from plant, route wise stock allocations, summaries of products expiries and damages, free goods control summary, cash and credit sales transactions and closing stock.
* Dealing of prepaid and preliminary expenses with proper documentation and maintaining ledger summary.
* To Prepare Yearly and Monthly Statements such as Stock reconciliation, Cash at Office and Bank Reconciliations and supplier reconciliations
* Proper Reporting to the management such as Sales Reports, Products Expiry and Damage Summaries, Budget Analysis Reports and Daily Cash and Bank Control Statements.

## **NMT Packaging Pvt.Ltd. Andheri**

(Manufacturers of Corrugated Rolls, Sheets and Boxes)

 **Mumbai. India**

Accountant Dec 2002 – Sept 2004

* Maintaining Fixed Assets Register such as Land & Building, Vehicles, Machines and all kind of Agreements.
* Dealing of prepaid and preliminary expenses with proper documentation and maintaining ledger summary.
* To maintain Debtors Ageing Summaries and Payment Follow Up every end of the month. Balance Confirmation from the parties.
* To assist, the Senior Accountant, in preparing income tax returns, Provisional statements post filing of returns and income tax payable/Receivable reconciliation statements.
* To assist in ESIC and Provident Fund formalities and maintain TDS documentations.
* Effective leader with excellent motivation skills to sustain growth momentum while motivating peak individual performance.

### **PERSONAL DETAILS**

 Permanent Address : “Sreesailam”,Thankayam,

 Trikaripur(P.O)

 Kasaragod (Dist)Kerala. India

 Date of Birth : 21.12.1980

 Marital Status : Married

 Language Known : English,Hindi,Malayalam& Arabic to

 speak

 Passport No : M2924727

 Date of Expiry : 23/11/2024

 Place of Issue : Muscat

###  **HOLDING VALID LICENSES**

UAE Driving License No :203939– Valid up to 14/01/2020

Indian Driving License No : 59/659/2001–Valid up to 22/02/2021

 Bipin Ramakrishnan

 (Sign)