# CURRICULUM VITAE

# SUBIN

# Email: subin.332566@2freemail.com

## Career Objective:

To secure a responsible position in account management and serve as an account representative, sharing my breadth of experience with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

**Subin Deira, Dubai – UAE**

**PERSONAL DETAILS**

**Experience – 3+ Years Qualification:** MBA - Finance **Date of Birth:** 27-01-1991

**Age:** 25 Years

**Linguistic Abilities:** English, Hindi, Malayalam and Marathi **Nationality:** Indian

**Marital Status:** Single **Availability:** Immediate

**TECHNICAL PROFICIENCY**

SAP ERP

Advanced Excel Tally 9.0 ERP MS Word

MS Power Point

Synthesis

## SKILLS & EXPERTISE

Accounting Skills Administrative Skills Communication Skills Analytical & Logical Skills Client Interaction Skills Organizational Skills

## Profile Summary:

* Result-oriented accounting professional with over three years of UAE experience, possesses multiple skills covering many financial areas like receivables, payables, ledger analysis etc.
* Specialized in **SAP** Finance and Controlling Module.
* Good understanding of Business process and experience in team-management activities
* Able to work in a fast paced environment while maintaining accuracy.
* Proven track record in consistently and effectively delivering accounting

services that enhance the company’s purpose and profitability

## Professional Experience:

**Duration : June 2016 – December 2016**

**Role : Accountant – Accounts Receivable ERP : SAP**

**Duties and Responsibilities:**

* Ensuring precision and effectiveness of operations, processing and monitoring incoming payments and securing revenue by verifying and posting receipts pertaining to cash, cheque and bank transfers.
* Verifying accounts by reconciling statements and transactions
* Perform credit checks on new/existing customer accounts to assign credit limits/credit risks.
* Collecting debts by reminding delinquent accounts and

notifying customers of insufficient payments.

* Preparing financial report by collecting, analyzing, and summarizing account information and trends.
* Performing and Analyzing Ageing to ensure compliance.
* Monitoring customer account details for non-payments, delayed payments and other irregularities.
* Resolving account discrepancies by investigating documents.
* Contributing to team effort by accomplishing related results asrequired
* Review and verify accuracy of reported data.
* Monitor and administer customer accounts of the company
* Prepare Customer Statements, Bills and Invoices

## Organization : Wimpey Laboratories, Dubai UAE Duration : Jan 2014 – May 2016

**Role : Accountant**

**Duties and Responsibilities:**

* Issuing purchase requisitions/order, Sales Order, handling Petty cash, Invoicing and ad-hoc duties
* Processing Payroll activities.
* Reconciliation and settlement for Accounts Receivables and Payables.
* Ensure an accurate and timely monthly, quarterly and year end close.
* Develop, implement, modify, and document recordkeeping and accounting systems.
* Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses.
* Survey operations to ascertain accounting needs and to recommend, develop, and maintain solutions to business and financial problems.
* Planning, Organizing and prioritizing work assignments to meet requirements and facilitate the workflow.
* Managing Human Resource and Administrative related activities.

## Organization : Crave Soft Technologies Ltd., Mumbai-India Role : SAP FICO Consultant

**Duration : June 2013 – Dec 2013**

**Project : Implementation and Support of SAP**

**Duties and Responsibilities: Financial Accounting:**

* + Creation of G/L Masters, Cash Journals, House banks and Maintaining Field Status Variant and Posting Keys
	+ Defining Fiscal year variant, Posting periods, Tolerance groups, Document types and number ranges
	+ Creation of Customer/Vendor Accounts Groups, Number Ranges, and Customer/ Vendor Masters Creation
	+ Configuring Automatic Payment Program and Dunning for Vendors/Customers
	+ Legacy System Migration Workbench & Reconciling Bank statements.

## Asset Management:

* + Configuring Chart of Depreciation, Depreciation Areas and DepreciationKeys
	+ Creation of Asset Classes, Asset Number Ranges, Account Determination
	+ Managing acquisition of new asset and retirement of the same finalasset

## Controlling:

* + Maintain the Versions for actual and plannedpostings
	+ Creation of Cost Centers, Profit Centre and Definition of Cost Centre Hierarchy
	+ Creation of Primary and Secondary Cost Elements with appropriate Cost Element Category
	+ Definition of Internal Orders Types, Order Masters and Settlement Profiles

## Educational Summary:

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Qualifications** | **Percentage** | **University** | **Year** |
| Master of Business Administration - Finance | 73.27 | University of Mumbai | 2013 |
| Bachelor of Commerce -Accounts & Finance | 81.50 | University of Mumbai | 2011 |
| Higher Secondary Certificate | 71.33 | Maharashtra Board | 2008 |
| Secondary School Certificate | 69.86 | Maharashtra Board | 2006 |

**Hobbies:**

Table Tennis, Football, Bowling.

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

**Subin**