### RESUME

|  |  |
| --- | --- |
| **Libin**  E-mail: [libin.345139@2freemail.com](mailto:libin.345139@2freemail.com) | C:\Users\HP\AppData\Local\Microsoft\Windows\INetCache\Content.Word\IMG_2286.jpg |

### 

**CAREER OBJECTIVE:-**

***To secure a key position in the field of Accounts & Finance, that will lead to a long lasting working relationship with an organization of repute****.*

**PROFESSIONAL SNAPSHOT: -**

* Over **6 ½ *years*** of experience in the fields of Accounts in reputed organisations.
* 2 **Years of Work Experience in UAE**.

**ORGANIZATIONAL DETAILS:-**

***Al Amwaj Building Maintenance L.L.C.* Since 2nd February, 2015 to 16th March, 2017**

**Designated as “General Accountant”, Sharjah, UAE**

**JOB RESPONSIBILITES**:-

* Supporting Branch Head in administrative and other office activities.
* Preparation of Vouchers, Issuance of Debit / Credit Notes.
* Preparing Invoices of projects.
* Preparing Invoices and its attachments for manpower supply.
* Preparing Salaries of workers.
* Checking emails of the company and coordinating with superiors.
* Drafting letters and emails.
* Maintaining Books of Accounts of the Company.
* Preparation of Reports by reconciliation and consolidation of data.
* Day to day updation of accounts data in the system software.
* Verification and reimbursement of expense claims.

**Since 1st February, 2013 to 14th September, 2013 Worked With *IIFL – India Infoline Ltd***

**Designated as “Auditor”, based at Bhopal (M.P.)**

**JOB RESPONSIBILITES**:-

* Conducting internal & branch audits for entire Madhya Pradesh & Chattisgarh States of India.
* Regular branch visit and confirm compliance with laws, rules & guidelines of the organization.
* Evaluate systems, identify inappropriate and inadequate controls and recommend improvements in procedures and practices based on best practice.
* Ascertain that the system of internal control promote the efficient and effective use of resources.
* Support and sustain a positive work environment that fosters team performance with communication and relationship management skills.

**Since February, 2011 to January, 2013 Worked with Muthoot Finance Ltd.**

**Designated as an “Account Asst., at Indore & Raisen Branch (M.P)**

**JOB RESPONSIBILITES**:-

* Maintaining Books of Accounts of the Branch.
* Preparation of Reports by reconciliation and consolidation of data.
* Supporting Branch Head in administrative and other office activities.
* Generate data to submit head office in time
* Preparation of Vouchers, Issuance of Debit / Credit Notes.
* Day to day updation of accounts data in the system software.
* Verification and reimbursement of expense claims.
* Stock verification and timely reporting to branch head.
* Petty cash handling, Bank Reconciliation etc

**CORE STRENGTHS:-**

* Adapts quickly and positively to new situations.
* Managerial and Organizational skills.
* Multitasking and Detail Oriented.
* Computer proficient.
* Strong work ethic and numerically accurate.

**ACADEMIC QUALIFICATIONS:-**

* MBA – Finance, from Devi Ahilya Vishwa Vidyalaya in the year 2010.
* B.Com from Barkutullah University in the year 2008.

**ADDITIONAL QUALIFICATIONS:-**

* Operating knowledge of Computer.
* Tally ERP 9.
* Business English Certificate (preliminary) from University of Cambridge.

**PERSONAL PROFILE:-**

Date of Birth : 23rd May, 1987.

Marital Status : Married

Visa Status : Visit Visa till 25th December, 2017.

Nationality : Indian

Religion : Christian

Linguistic Ability : English, Hindi & Malayalam.

Place: Sharjah, UAE

Date: 10.10.2017 **Libin**