**Resume**

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**Obin**

**Obin.355071@2freemail.com**

More than **12** years of overall experience in Finance and Accounts – Closing of books of accounts, Work with auditors in finalization, prepare and analyze MIS reports, VAT return submission.

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| **Qualification*** Master of Commerce, MG University, 2012.
* Bachelor of Commerce, University of Calicut, 2002.
 | **Core Competencies*** Finalization of accounts and preparation of Balance Sheet, Profit and Loss a/c, VAT Returns
* GCC Experience in Finance & Accounts.
* Experience in General Ledger Accounting- Month/Year end close.
* Experience in AP and AR departments.
* Experience in variance analysis & Out of Balance research.
* Reconciliation of Bank, AR, Intercompany & FA.
 | **Applications-ERPs*** SAP FICO
* EPM-HFM
* Blackline (Reconciliation)
* Tally 9
* Windows environment
* MS Excel, Outlook, Word, PowerPoint, Visio etc.
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**CAREER PATH**

**Feb-2013 onward**

**Senior Accountant** at **Majesty Events Services, & Majesty Flower Garden LLC,** Dubai- one of the leading event management companies in UAE.

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| **Job Profile: Accounts & Administration*** Maintaining Books of accounts for both companies in AP, AR & General Ledger accounts.
* Analyzing cost and profit for each project- Events, and advising the areas to be improved.
* Procurement of materials and supplies for each project by maintaining cost effectively.
* Conducting Expense audit for each project and suggesting areas of improvement & cost cutting. Reviewing Actual vs. Budget.
* Periodic close of books of accounts by posting accrual, P&L and Balance Sheet entries.
* Processing of WPS – Payroll System.
* Bank, AR, AP, and Intercompany reconciliations.
* Maintaining Fixed Asset Register, FA- Addition, Depreciation and Disposal.
* Conducting Internal Audit of the company, periodically, and work with external auditors to conduct Annual Audit of the company.
* Preparing and analyzing Financial Reports - P&L analysis of the company and giving regular feedback to the Management for the improvement in the company system.
* Good achievement in clearing Trade Receivables by regular follow-up.
* Ensure payment to the suppliers in a timely manner, and negotiate with them.
* To identify the areas of improvement in various departments and compare the actual with budget, to plan accordingly.
* Analyze the areas of improvement and attention required and make Management understood by explaining with the use of Financial Reports.
* Implementation of systematic way of procedures and policies to be followed by the employees per the rules of the company and train the employees to follow, and adhere to the company policies.
* Working with banks to get financial facilities, by providing the required documents, and negotiating with them.
* Business Communication with customers & suppliers – Activities related with Tender, Vendor/Supplier Registration in various Government departments and Companies, documents to be prepared, and verified for this.
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**March 2008 to Dec 2012**

Corporate Accountant, Finance & Accounts at EXL Services Ltd, Leela Info-Park, Kochi, India:- a well-known F&A outsourcing and transformation business Company.

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| **Job profile: Team Leader*** Leading month end close of books of accounts including the reconciliation of the perpetual ledger to the general ledger.
* Experience in month and year end close activities in SAP and transmission to EPM-HFM, preparing and certifying reconciliations in Blackline.
* Experience in Fixed Asset Capitalization process, getting confirmation from project owners and help FA team to start capitalizing Fixed Assets. FA Roll-forward in EPM- update value of FA including additions, transfers and disposals.
* Preparing and posting of various Journal Entries- coding of bank transactions, Cash application entries, Provision JEs, currency and accruals, checking cleared cheques.
* Generating Financial Reports like P&L and Balance Sheet and other MIS reports like Affiliate Statements, and identify the variance in Tie-out etc.
* Analysis of variances in Financial reports with ERPs – SAP to EPM, Financial Reports analysis – variance analysis and Flux Analysis etc.
* Bank, FA, AR & Intercompany Reconciliations in Blackline Reconciliation Tool.
* Activities like clearing of OOB & research with Affiliates, Cheque-run, ACH and Wire payment process, Citi Cash Netting process etc.
* Lead offshore accounting transitions independently for Corporate Accounting department and other Business Units.
* Develop process improvements which save time and accuracy- Created new reports for General Ledger reconciling that reduced work time.
* Work with Managers to support their understanding of accounting issues.
* Work with Non-profit accounting reconciling bank accounts, general ledger accounts and distribution accounts.
* Work with managers to get data input to correct accounts for various business units and affiliate companies.
* Clean up old general ledger problems, out of balances and remove inactive accounts.
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### Trading Firm-Finance and Accounts

### Accountant-cum- Cashier May 2004 – Mar 2008.

**Kavalakat Traders, Trichur, Kerala, India.**

Kavalakat Traders is a Trading Firm - Cement Importers and Stockist in Kerala, India and having many other sister concerns in Steel and Cement industry.

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| **Job profile: Accountant cum Cashier*** Assistance in Finalization of Accounts.
* Daily Fund Management.
* Bank Reconciliations.
* Recording and vouching of bills and invoices.
* Worked both in AP and AR departments.
* Bank Relationship- liaising.
* Collection management.
* Sales tax Returns- e-filing of VAT.
* Experience with Finance & Accounts department.
* Daily fund procurement arranging collection departments on time.
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**Declaration**

I hereby declare that, the above information furnished herewith is true to the best of my knowledge, and I am ready to submit testimonials on your request.