**GIBIN **

**Email:** gibin.370126@2freemail.com

CARRIER OBJECTIVE

To join in a role, which provides a platform for continuous learning and development, leading to the growth of the organization by collection and effective application of the technical and managerial skill acquired and also leading to growth of an individual.

NATURE OF WORK

**Designation**: Sales & Marketing

**Department**: BDE

**Roles & Responsibility:** financial analysis, budgeting, planning and forecasting, worked under R2R & P2P tower such as processing vendor invoices for payment based on 3 way match between PO/PR, GR and IR. (Invoice).**Accounts Payable**: Prepared invoice, vendor, batch wise. **Accounts Receivable**: prepared sweep, charges, collection, BRS, TDS, WCT Reconciliation, Controllership report, Service level Agreement (SLA), etc.

**Job description**: Identifying valid PO, Price and material/service description, line items, evaluating the right vendor. Having the price and Quantity of PO as well as GR discrepancy corrected, having the vendor set up done. Having the vendor invoice processed against correct remittance address and bank account. Prepare the month ending IUT (Inter Unit Transaction) and status reports, TDS entry, BRS (Bank Reconciliation statements), Cash clearing, Schedule consolidation (Controllership Report), Vendor reconciliation, Quality checking (QC).

PROFESSIONAL SYNOPSIS

* Having a total of 3.5 years of experience in **Finance and Accounts and HR** department out of which 3 year of experience at, Currently working for **Minacs business solution.**
* Able to prioritize and complete multiple tasks and follow through to achieve project goals.
* An independent and self-motivated professional with excellent research and writing skills, able to grow positive relationship with clients and colleagues at all organizational levels.
* Dedicated, hardworking individual with the intercommunications skills to work at all levels of the organization.

ACADEMIC CREDENTIALS

* Graduate in commerce (B.com) from Dr CV Raman University, Kerala in 2015.
* HSC- Kerala in 2004.
* SSLC from Mar Thomas School

SKILLS

* ERP: - **Oracle E-Business Suit R12: Account Payable**&**Accounts Receivable** processing knowledge.
* Latest Version of Accounting software **Tally.ERP9**.
* **MS Office** latest Version, **Outlook, Excel, PeopleSoft**, **Trec (Total Reconciliation).**
* Window 98 & Windows XP.
* Basic & Fundamental of Computers.

ORGANISATION EXPERIENCE

**Minacs Business solutions (Canada) both (U.S & U.K, European Emerging, APAC Services)**

**Responsibilities:**

* Prepare the month ending IUT (**Inter Unit Transaction**) and status reports
* TDS Recon
* BRS (**Bank Reconciliation statements**)
* **Cash clearing**
* Schedule consolidation (**Controllership Report**).
* **Vendor creation**
* **Vendor reconciliation**
* **WHT (Withholding Tax Recon), GST Recon, APTB Reports.**
* **Maintain Daily Aging Reports.**
* **Quality checking** (QC)
* **Financial analysis**, **budgeting**, **planning and forecasting.**
* **Service level Agreement** (SLA)
* Processing vendor invoices and performing quality check.
* KT (Knowledge Training to New Joiner).
* Creation vendor master data.
* Processing critical invoice (priority, high value and immediate payment invoices) with required financial approvals from clients.
* Monitoring and doing regular follow ups with the vendors for pending and problematic invoices such as remittance mismatch, discrepancy in purchase Order, value, quantity, non-receipt of goods.
* Doing necessary follow ups with clients in order to get the required approval to pay the invoices on time.
* Preparing ITR (Invoice Turn around Report) to know the ageing of invoices and having it processed for payment team by the team within TAT (Turn Around time) as per our SLA (Service level Agreement).
* Preparing RCA report (Route Cause Analysis) in order to determine the value and volume of invoices paid on time, late paid and the reason for late paid invoices and ensured client SLA has been met by the team and notifying the management on the same.
* Prepared the **AR (Accounts Receivable**) Sweep, charges, collection&**AP (Accounts Payment**) Invoice, vendors, Batching wises.
* Accounts payment and invoices, also prepared **login status report**.
* Maintains database by entering, verifying, and backing up data.
* Recommends actions by analyzing and interpreting data and making comparative analyses; studying proposed changes in methods and materials.
* Increases productivity by developing automated accounting applications; coordinating information requirements.
* Protects operations by keeping financial information confidential.
* Maintains technical knowledge by attending educational workshops; reviewing publications.
* Contributes to team effort by accomplishing related results as needed.
* Handling Bank & Cash transactions.
* Maintaining Journal Register.
* Checking and passing the Bills and Payments to creditors (vendor payments).
* Maintaining Debtors Ledger & Creditors Ledger and daily maintaining party outstanding and Bank reconciliation.
* Making Trail Balance, Trading Account and Finalize the balance sheet with Auditors.
* Assisting Auditors for finalization of Accounts.
* Resolve accounting discrepancies
* Establish, maintain, and coordinate the implementation of accounting and accounting control procedures
* Recommend, develop and maintain financial data bases, computer software systems and manual filing systems.

PERSONAL DETAILS

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| --- | --- |
| Name | Gibin  |
| Date of Birth  | 06/01/1986 |
| Sex | Male |
| Marital Status  | Single |
| Languages Known | English, Hindi, and Malayalam |
| **Passport Detail**: |  |
| Place of Issue | : Trivandrum |
| Date of issue  | : 29/10/2008 |
| Date of Expiry  | : 28/10/2018 |

VISA TYPEVISIT VISA :

Declaration

I hereby declare that the information’s furnished above are true to the best of my knowledge.

Date:

Place: Bangalore GIBIN