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**MEBIN**

[**Mebin-393030@freemail.com**](mailto:Mebin-393030@freemail.com)

To optimally utilize the present skill, abilities, expertise and knowledge that I ever earned throughout my studies in the field of accounting and finance. So as to enable the organization achieve its goals and at the same time capture opportunities of constant learning and career development.

**CAREER OBJECTIVES**

**WORK EXPERIENCE**  
 3 Years



**Work Experience**

August 2016 May 2019  
**Accountant**  
Chettiyakunnel enterprises (Amruthakalpa oil industries)   
Kerala, India

Reporting to: Accounts Manager

Job Responsibilities:

* Preparation of Statement of Comprehensive Income Monthly, Semi Annually & Annually.
* Budgeting & fore casting on monthly basis & respective variance analysis.
* Monitoring of the companies Accounts Receivable & Accounts Payable with their ageing analysis & outstanding reports and confirms the timely receipts and payments.
* Internal Audit to ensure all the Accounting Invoices from suppliers, Vouchers & Invoices to customers was accurate.
* Cross checking of the ledgers of suppliers to make sure any difference exists should be eliminated.(Reconciliation)
* All accounting tasks like Book keeping, Accounts compilation, Petty Cash management.

July 2015 – July 2016  
**Assistant Accountant**

Chettiyakunnel enterprises (Amruthakalpa oil industries)   
Kerala, India

* Monitoring invoicing, payment and billing.
* Implementing proper financial controlling by monitoring expenses and their proper allocation.
* Ensuring all payables is done properly and on time.
* Negotiate and review supplier's quotes, conditions & payment terms
* Following up of customers for release of early payments (via telephone, email, fax, personal meetings).
* Ensuring that all accounting entries are incorporated in the company accounts after they have been approved as per the schedule of authority. Ensure that accounts are kept up to date to reflect all the transactions of the business, including all reconciliation with the bankers, debtors, creditors and group's companies.
* Analyzing financial information to recommend or develop efficient use of resources and procedures, providing strategic recommendations and maintaining solutions to business and financial problems.
* Providing support, service and advising on all financial matters to the company's management, i.e. budgets preparation, and presentation, management accounting, and all other financial and non-financial reports



**Computer Proficiency**

* Operating System : Windows XP, 7,8,10
* Applications : MS-Word, MS-Excel, MS-Power Point
* ERP : Tally ERP 9 ( Certificate No: 904131954 )
* QuickBooks : QuickBooks 2016 ( 34848276 )
* Peachtree : Peachtree by Sage Quantum 2010
* GCC Vat : GCC Vat ( 908153982 )



**Education**

**MBA with Human Resources Management** Postgraduate

Bharathiar University, School of Distance

Education, Coimbatore

**B.COM with Computer Application** GraduatedNavajyothi College   
Kannur University   
Kannur, Kerala, India

**Plus Two** GraduatedG.H.S.S Prapoyil   
Board of Higher Secondary Education   
Kannur, Kerala, India

**SSLC** GraduatedMarygiri HSS   
Board of Secondary Education   
Kannur, Kerala, India



**Languages**

* English
* Malayalam
* Tamil



**Personal Details**

Marital Status: Single  
Birthday: December 28, 1993

Nationality: Indian

Gender: Male