

# SOBI CHERIAN

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Financial Management  
Management Accounting  
Project Management  
Budgeting, Costing &  
Forecasting  
Team Management

## Professional Objective

To be a part of an apparent organization where my competence can be effectively utilized, same time I would be finding ample opportunity to prove my potential, turn my ideas in to action, share my outlook and integrity towards my employer for achieving the company aspiration as a team.

## Professional Activities

- ❖ Worked as *Senior Accountant* with *Aspire Projects & Services LLC. – Galfar Group - Muscat-Oman*
- ❖ Worked as *Assistant Manager Accounts & Finance* with *NCS Group a Leading NBFC in Kerala.- India*
- ❖ Worked as *Senior Accountant* with *Safari Group of Companies – Doha – Qatar.*
- ❖ Worked as *Senior Accountant - Believers Church – Synod Finance – Kerala - India.*
- ❖ Worked as *Accounts & Admin Manager* in a *FMCG Firm at Ghana –West Africa.*
- ❖ Worked as *Accounts Excecutive* in *Infosys Technologies Pvt.Ltd- Bangalore- Karnataka*

## Work Profile: Overseas / India

### Aspire Projects & Services LLC- Galfar Group- Muscat- Oman as Senior Accountant from- Nov-2018 till Sep-2020

**Core Responsibilities:** -Responsible for entire Accounts & Finance operational activities for the projects. Handling Suppliers & Sub contractor's payments procedures, MIS Reporting, Quarterly Closing. Reporting to GM- Projects, GM- Finance & CFO.

### Nedumparambil Credit Syndicate – A Non Banking Financial Company –Thiruvalla, Kerala – as Assistant Manager, Finance & Accounts from June-2017- October -2018

**Core Responsibilities:** - Responsible for entire Branch Finance and Accounts Operations which includes Daily Cash Collections and Daily Bank Deposits for Head Office as well as all Branches across the Kerala. Heading Micro Finance entire operations by substantiates financial transactions by auditing documents. Maintains accounting controls by preparing and recommending policies and procedures. Guides accounting clerical staff by coordinating activities and answering questions. Reconciles financial discrepancies by collecting and analyzing account information. Prepares asset, liability, and capital account entries by compiling and analyzing account information. Documents financial transactions by entering account information. Summarizes current financial status by collecting information; preparing Balance Sheet, Profit and Loss Statement, Trial Balance and other Daily Reports in addition to MIS.

### Safari Group of Companies- [www.safarigroup.net](http://www.safarigroup.net) Doha–Qatar as Senior Accountant Dec. -2015 to Dec. -2016

**Core Responsibilities:** - A Well-known Retail Chains, Trading, Advertising and Service Sector. Finance & Accounts Operations, heading a Team of five members as in a roll of Senior Accountant. Handle full spectrum of financial and accounting aspect of the company. Internal Audit & Activities up to Finalization of accounts. In an observation, of entire finance and accounts operations of five different companies. Prepares payments by verifying documentation, and requesting disbursements. Handling daily Accounts & Finance operations. Supervising date entry in Tally ERP 9 and GBS Accounting Software. Prepare Daily MIS & Monthly MIS reports. Maintain Financial and Management Accounts required by Management & Local Country Regulations in accordance with GAAP. On Daily Basis Cash & Bank Reconciliation. Consolidating Branch Accounts, Reconciliation and preparation of Group P & L. Interact and provide all the necessary documents, statements and data to the Internal & External Auditors. Preparation of Monthly Financial Reports in order to Finalization of Accounts. Monitoring the Inflow & Outflow of Funds and ensuring optimum utilization of available funds towards the accomplishment of organizational goals. Oversee entire payroll functions and its proper entries, provisions bookings, Accounts payable & Accounts receivable, Monthly Profit & Loss Account, Year-end Closing. Handling Bank Operations and its Transaction. Timely payment to suppliers, Applying for renewal of Bank Limits and applying for fresh limits.

***Believers Church-[www.bcasia.org](http://www.bcasia.org) -Synod Finance, Kerala- Senior Accountant -February -2012 -September- 2015***

**Core Responsibilities:** - Heading a Team, in order to sprint entire gamut of Finance and Accounts operation at Corporate Office and Centers across the India. Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and documents for Trust accounting. Maintain Financial and Management Accounts required by Trust Management & local country regulations in accordance with Generally Accepted Accounting Practices. Initiate relevant vouchers with prior approval. Interact with internal and external auditors. Preparation of Monthly Financial Reports and Reports to Leadership as well as help Internal Audit Team and External Auditors in order to finalization of accounts. Give proper assistance and training to Synod Accountants as well as Center's Accountant in order to get accurate and timely reports, related data, vouchers and documents. Time to time visit and execute audit procedure to all centers across the India. Detailed investigation of variances including commentary on actual Vs budget forecast. Other adhoc projects and tasks as required.

***Britanica Limited, Accra, Ghana– West Africa - as Accounts & Admin Manager – Sept. -2009 to Dec.- 2011***

**Core Responsibilities:** - Develop and implement finance, accounting, billing, and auditing procedures. Manage the complete banking function (bank statements, reconciliation, account opening/closure, bank facilities, borrowings and repayments) Analyze and verify daily cash, bank, sales, purchase and payment entries in Tally9. Evaluate, Prepare and Manage the Fund Flow, Cash Flow, P & L and Balance Sheet. Scrutinize and process Import and Export documents related with Bank. Co-ordinate and review the Debtors collections and circulate collection reports. Manage the complete employee payout function (Salary, Reimbursements, Bonus, Overtime, SSNIT, IRS and Leave Encashment, etc.). Ensure Compliance with the various Laws including the applicable Direct & Indirect Taxes. Deal with various vendors in order to compliance of assigned job.

***Infosys Technologies Limited, [www.infosys.com](http://www.infosys.com) - Bangalore as Admin. Assistant – August -2006 to July -2009***

**Core Responsibilities:** - Salary deduction in SAP Payroll interface. Reimbursement and E- separations, clearance sign – off. To ensure cost effective practices across DC's. To oversee accounts and administration wherever it applicable. Institutionalize quality services standards online facilities across DC. Manage all facilities functions, ensure smooth operational and providing services as per organization guidelines. To ensure all admin / facilities related work of the development center are taken care. Take vital activity of vendor payments. Formulate and implement policies for the facilities department. Standardize Facilities operational process and strengthen through periodic process of audits.

***Prakash industries Limited-A Manufacturing Company–Accounts Exe. from August - 2002 to July -2006***

**Core Responsibilities:-** Handling daily accounts operations. Preparation of periodic accounts. Collecting and generating accounts related information and timely submitting the same to management and helping in decision making. Prepares, verifies accountings records, financial statements and reports to access accuracy in line with company standards and procedures. Handling bank and cash with proper maintenance of records. MIS Report Analysis. Preparation of monthly MIS reports and other daily, monthly & yearly reports including budget. Physical Verification of Stock at Warehouse. Preparing Debit Note and Credit Note. Monitoring of accounts payables and receivables, review and finalize Monthly Collection Reports. Checking & verifying all vouchers for payment purposes. Getting approval on all payment transactions, vouchers, Cheque preparing etc. Timely payments to suppliers and proper follow up from debtors. Overlook Bank Reconciliations, Balance Sheet & Profit and Loss Account.

### **Academics:-**

- **M.Com.(Business Administration)** from Guru Ghasidas University in August 2000.
- **B.Com.** from Guru Ghasidas University in June 1998.
- **DCS - Diploma** from APTECH Computer Education in 1997.

### **IT Skills:**

- Online Class attended for **GSTR Filing** ( 20 Hrs. Online Class from CET- Centre for E-Filing of Tax)
- Accounts Package – **Tally 9 ERP** - Retail Excel-Accounting Software
- Operating systems -Windows 98, Windows 2000 and Windows XP.
- Office Packages -Word, Excel, Power Point- Ms-Outlook, Internet

### **Project Undertaken**

Organization	:	Madhya Bharath Paper Mills Ltd.
Topic	:	MIS / Financial statement analysis of MBPL
Tools	:	Ratio Analysis, Trend Analysis, Cash Flow Statement

### **Passport Details: -**

Type: P, Country Code: IND, Passport No: J 3942934, Place of Issue: Trivandrum,  
Date of Issue: 28/04/2011, Date of Expiry: 27/04/2021

**Languages: -** English, Hindi, Malayalam.

### **Personal Attributes: -**

- Self starter and energetic with excellent organizational skills.
- Result oriented. A natural team builder who can provide leadership and inspire trust.

**Personal Details:-** **Date of Birth:** 4th August 1977, **Nationality:** Indian, **Religion:** Christian,

**Marital Status:** Married,

**Permanent Address:** Ponvelil House, P.O. Vennikulam Dist. Pathanamthitta State - Kerala.

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