



Jobin T Philip

Date of birth: 14-Dec-1991
Nationality: Indian
Address: Abudhabi, United Arab Emirates
Phone number: +971 559615201
Email address: jobin.tphilip@yahoo.com
Linkedin: <https://www.linkedin.com/in/jobinphilipt/>
Driving License: Yes - Dubai

PROFILE

Accounts and Finance professional with **9 years of progressive experience** in.

- Complete Trade Finance Activity (Export/Import DC, SBLC, Guarantees, Invoice Discounting, Open Account Transactions).
- Accounts Payable (FI-AP), Accounts Receivables (FI-AR).
- Treasury Management, Instrumental in arranging immediate finance from banks for projects & working capital.

WORK EXPERIENCE

Trade Finance Consultant Euro Exim Bank

📅 03/2022 – present 📍 DUBAI, UNITED ARAB EMIRATES

- Promote the services of Euro Exim Bank to corporates.
- Identify clients for structured non-funded financial solutions, namely issuance of Letters of Credit, Standby Letters of Credit, Performance bonds and Bank Guarantees.
- Convert leads into successful transactions.

Sr. Finance Executive Gulf-Bio Analytical Group

📅 01/2018 – 08/2021 📍 DUBAI, UAE

Financial Management / Treasury.

- Handled banking transactions with major banks in UAE (HSBC, FAB, ADCB, SIB), Conventional and Islamic, viz. **Letter of credits, Clean Import Loans, Trust receipts, Murabaha, Bank Guarantees, Invoice Discounting.**
- Handled complete treasury and finance of an organisation with annual turnover of over AED 400 Mn (Appr USD 110 Mn).
- **Working Capital Management**-Allocation of funds and deciding on financial needs and fund transfers between company's accounts. Handling finance daily operations like remittances, deposits etc.
- Group **Cash Flow** Reports & Management.
- Corporate Credit card management – Virtual & Plastic.
- Management of **bank reconciliations** and **cash allocation**.
- Assist in **payroll** by way of **WPS file upload** and ensure timely salary or incentives disbursement.

Accounts Executive Gulf-Bio Analytical Group

📅 09/2014 – 12/2017 📍 DUBAI, UAE

Accounts Payable.

- Reconciled and confirmed invoices with payments and purchase orders, verifying all details for accuracy and effortlessly handling critical process.
- Handled accounting "**Freight & Customs duty**" charges.
- **Reconciliation of Supplier statements, Inter-Corporate books** and ensuring timely **payment** to creditors.
- Verification and accounting of Employees' expenses bills and ensuring timely reimbursements, if complying with the company's policies.
- Responsible for Sales Invoicing – UAE / KSA / Qatar / Oman.

Finance Associate Hewlett Packard Global e-Business Services Ltd.

📅 06/2012 – 01/2014 📍 BANGALORE, INDIA

Accounts Payable.

WORK EXPERIENCE

- Part of the Accounts Payable Team (Worked on SAP)
- Responsible for invoice verification and releasing for payment if no discrepancies found.
- Getting in touch with the Follow-up team in solving such discrepancies.
- Trainings provided on the process to new employees as and when asked for..
- Created and verified invoices resolving various escalated billing charges.

EDUCATION

Chartered Certified Accountant ACCA

📅 03/2022 – present

Applied Skills Level – In Progress

Finance | Master in Business Administration (eMBA) National Institute of Business Management (NIBM-Global)

📅 05/2020 – 05/2021 📍 INDIA

84%

Finance | Bachelor of Commerce St. Joseph's College of Commerce

📅 06/2009 – 04/2012 📍 BANGALORE, INDIA

75%

CERTIFICATES

Certificate in International Financial Reporting (CertIFR) Association of Chartered Certified Accountants (ACCA)

📅 11/2021

Corporate Financial Statement Creation Linkedin

📅 05/2021

Income Statement (P&L) and Cash Flow Linkedin

📅 01/2021

SKILLS

📌 ACCOUNTS & FINANCE

Accounts Payable

● ● ● ● ●

Treasury Management

● ● ● ● ●

Cash Flow Reporting

● ● ● ● ●

Project Finance

● ● ● ● ●

Auditing

● ● ● ● ●

📌 LANGUAGE

English

● ● ● ● ●

Malayalam

● ● ● ● ●

Kannada

● ● ● ● ●

Hindi

● ● ● ● ●

Tamil

● ● ● ● ●

📌 IT / SOFTWARE

MS office

● ● ● ● ●

Tally ERP

● ● ● ● ●

Panoply ERP

● ● ● ● ●

REFERENCES

Birendra Trivedi Gulf Bio Analytical Group

📍 +91 9619434257

Group Senior Finance Manager