

LIBIN KURIAKOSE

ACCOUNTANT AND AUDIT EXECUTIVE

MOB: +971 (0) 527749773

Dubai, UAE



CAREER OBJECTIVE

To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment, where I can utilize my skills and knowledge efficiently for organizational growth.

PROFILE SUMMARY

Accounting professional with 5 years of experience, possesses multiple skills covering many financial areas such as ledger analysis, financial statements and reporting, budgeting, auditing, taxation and economic regulations.

PROFESSIONAL EXPERIENCE

❖ Accounts Executive at Synergy Group – Scorpio Marine services FZE (October 2020 to February 2022)

Job Responsibilities

- Preparation of Advance catering service Invoices to vessels.
- Preparation of Extra Meal Invoices to vessels.
- Purchase Booking.
- Cross check of Vendor's statement of Accounts with Our Accounts.
- Preparation of Monthly Reports to Management.
- Payment Initiation and Setup in Mar trust Bank.
 - Arrangement of Invoice Break up.
 - Cross check with Tally and Accounts summary.
 - Collection and verification of Bank account details from vendors.
 - Verification of ROE.
- Payment Booking.
- Receipt Booking.
- Account all other Expenses and Maintenance of Supporting.
- Maintenance of Petty cash book and vouchers.
- Reconciliation of Bank Accounts.
- Timely collection of Vendor and Vessel Invoices.
- Debit and credit Management.
- Communication with Vendors and clients.
- Compare Expenses and Income Generated.

❖ Accounts Executive at Flavien Technologies Pvt Ltd. (July 2019 to October 2020)

Job Responsibilities

- Account In and Out usage in tally and switch.
- Maintenance of Petty cash book and vouchers.
- Creation and Mailing of Invoices to Clients.
- Cross Checking of SOA with our accounts.
- Support Management for Payment.
- Reconciliation of Bank Accounts.
- Debit and Credit Management.

CONTACT

1st Floor, Bin Haider building

Karama, Dubai.

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STRENGTH

- Team management
- Team work
- Multi-tasking
- Honesty/Morality
- Self-Confidence.

LANGUAGES KNOWN

- English
- Malayalam
- Tamil
- Hindi

COMPUTER PROFICIENCY

- Microsoft office (Excel, word, PowerPoint)
- Tally ERP 9
- QuickBooks
- Switch.
- Internet and Email
- Mar Trust Payment
- Short Hand Typing
- Outlook
- Sedna
- UAE VAT Returns in FTA site
- Confident to do any accounting software

- Assist Internal and External Audit.
- Adjust Credit Limit to clients.
- Generate final Accounts using Tally.
- Book fixed assets and maintain register for provision of depreciation.
- Performs other duties as assigned by seniors & Management Maintain tax.

❖ **Accountant and Audit Executive at Ajith Sreenivas & Associates - Chartered Accounts (June 2017 to June 2019).**

Job Responsibilities

- Preparation of financial statements.
- Invoice Booking.
- Assist Auditing.
- GST Filing.
- VAT Filing.
- ESI & PF Filing.
- Reconciliation of Bank Accounts.
- Stock Auditing.
- Communication with Clients.

EDUCATION

- M.com (Finance and Taxation) from M.G University passed in 2017 with first class.
- B.com (Computer Application) from M.G University passed in 2015 with first class.
- Accountancy and Auditing from VHSE passed in 2012 with first class.
- SSLC from state board passed in 2010 with first class.

ADDITIONAL QUALIFICATION

Post Graduate Diploma in Computerised Financial Accounting. (PDCFA)

REFERENCE

- Roshan Thomas – Accounts Manager Scorpio Marine Services FZE
Email roshan@scorpiomarine.com Mob +917994739888
- Shyam Raj VU- Senior Accounts Executive Scorpio Marine services FZE
Email shyam@scorpiomarine.com Mob +919633435009

DECLARATION

I hereby declare that all the above-mentioned information is true and correct to the best of my knowledge and belief.

Dubai

13/07/22

Libin Kuriakose

EXCEL SKILLS

- V-lookup
- H-Lookup
- Pivot Table
- Sumifs
- Conditional formatting

PERSONAL INFORMATION

- Father's Name: Kurian
- Date of Birth :30-03-1994
- Nationality: Indian
- Marital Status: Single
- Passport No: R 1460822
- Blood Group: A+
- Visa Status: Visiting Visa