

# BIBIN KURIAKOSE

Contact # 551566826

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Location: Dubai, UAE



Bachelor of Commerce graduate, with over 5 years of experience in managing accounts, willing to undertake a challenging opportunity in a fast-paced environment. Working as a part of a close-knit team to ensure that the best accounting services are provided with the ability to think laterally and act decisively in cost control and query resolution.

Knowledge of weekly and monthly payrolls reconciliation, invoice maintenance and payment management. Looking for a suitable position as an Accountant to take my career growth further along with the development of the organization.

## Areas of Expertise

- Monthly Accounts Management
- Month End Procedures
- Reporting & Management Accounting
- Customer Relationship Management
- Bank, Debtors & Creditors Reconciliation
- Reconciliation of Bank Statement at the end of month
- Day-to-day Administration service

## Highlights

<i>Name</i>	<i>:BIBIN KURIAKOSE</i>
<i>Mobile No</i>	<i>:+971551566826</i>
<i>Email Id</i>	<i>:<a href="mailto:bibin1600@gmail.com">bibin1600@gmail.com</a></i>
<i>Visa Status</i>	<i>:Visiting Visa</i>
<i>No Of Years Experience</i>	<i>: 5 Years</i>
<i>GCC Experience</i>	<i>:Ameed Dawood Trading Llc Sultanate Of Oman As Accountant 2016-2018 2 Years</i>
<i>Other Experience</i>	<i>:Global accounts contractors Pvt Ltd, India As Junior Accountant 2015-2016 1 Year :Mundamattam Glass House Pvt Ltd Kerala, India As Accountant 2018- 2020</i>
<i>IT Skills</i>	<i>:Ms Word ,Power Point, Ms Excel</i>
<i>ERP Used</i>	<i>:Tally,Quarto,Sap,Quick Books(Basic)</i>
<i>Languages Known</i>	<i>:English,Malayalam,Hindi,Tamil</i>
<i>Education</i>	<i>:Bachelor Of Commerce (B.Com) Mg.University, Kerala</i>

## Experience & Job functions

### Accountant

**Ameen Dawood Trading LLC - Muscat, Sultanate Of Oman**      **Duration: April 2016 - April 2018**

#### Responsibilities:

- Preparing sales invoices & the upkeep of an accurate accounts filing system.
- Preparation and input of month end journal vouchers.
- Inputting, matching, batching and coding of invoices.
- Debtor and Creditor reconciliations.
- Preparation of various reports for senior managers.
- Responsible for financial accounts including budgets and cash-flow
- Review expense reports and cash advances
- Process accounts payable checks and bi-weekly payroll
- Prepare monthly account reconciliation analysis
- Manage electronic funds transfer
- Post and maintain accounting documents in the database
- Ensure invoice payments

### Accountant

**Mundamattam Glass House Pvt Ltd - Kerala, India**      **Duration: May 2018 - Jan 2020**

#### Responsibilities:

- Managing purchase, sales, payment, receipt collection & journal voucher.
- Verification of bills & reconciliation of total turnover and managing bank, debtors & creditors Reconciliation.
- Preparing reports on accounts payable and accounts receivable, and maintaining cash transaction & petty cash book along with day to day cash & bank transactions.
- preparing outstanding list of Debtor & making Payment follow-up, preparing of Tax invoices, Vouchers & Agency Payment.
- Sales & Purchase total reconciliation of accounts calculating GST.
- Reconciliation of Bank Statement at the end of month.
- Maintain salary register
- Responsible for administrative services including all aspects of HR management, shipment and payment management.
- Maintaining updated records of customers and distributors

## Junior accountant

**Global Accounts Contractors Pvt Ltd (Accounting Firm) - Cochin, India** Duration: May 2014 -April 2016

### Responsibilities:

- Assisted with general accounting and month-end closing
- worked with accounts payable / receivable teams
- Reconciled balance sheets
- Reviewed monthly financial statements
- Maintained accounting files
- Mail the invoices to the regarding clients.
- Maintaining the official files.
- Check and compile the tax returns.
- Maintain Company books including A/P, A/R, bank statements and other report
- Prepare all tax reports
- Monitor fixed assets and manage invoices

## Academic Qualifications & Certifications

**Bachelor of Commerce - Accountancy**  
M.g University, India

## Personal Skills

**Attention to detail**  
**Strong Communication & Interpersonal skill**  
**Pleasant Personality**  
**Ability to work under pressure**  
**Effective pitching**

## IT Skills

**Operating Systems** : Microsoft Windows  
**Word Processors** : MS-Word  
**Spreadsheets** : MS-Excel/ Accounting Related Systems  
**Graphics** : MS PowerPoint, Print Artist  
**Typing Speed** : 35-45 wpm

## *Software Skills*

### **ERP Used**

: Tally  
: Saral  
: SAP B one (basic skills)  
: Quarto  
: Quick Book (basic skills)

## *Personal Details*

**Gender** : Male  
**Nationality** : Indian  
**Marital Status** : Single  
**Languages** : English, Hindi, Malayalam  
**Visa** : Visiting Visa  
**Mobile No** : 0551566826  
**Email id** : bibin1600@gmail.com

## *Declaration*

I hereby declare that all the details furnished above are true to the best of my knowledge

**BIBIN KURIAKOSE**