

SHIBU.S.P

ACCOUNTANT

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CAREER OVERVIEW

- A competent professional with 14 years of experience in General Accounts, Accounts Payables & Receivables.
- Hands-on experience in formulating accounting systems, preparing records, financial & reconciliation statements etc. as per standards.
- Ability to assist Finalization of Accounts and preparation of Profit & Loss and Balance Sheet Statements.

CORE COMPETENCIES

Receivable / Payable Management

- Preparing and following up of bills receivables after invoicing to debtors and conducting ageing analysis with an aim to keep receivables under control.
- Ensuring that all payments are made to suppliers within stipulated time frame and managing accounts payable within pre-set parameters.

Finance & Accounts

- Manage all accounting transactions. Prepare examine & analyse accounting records, financial statements & other financial reports.
- Analyse Business operations, trends, costs, revenue, financial commitments & obligations to provide advice.
- Handle monthly, quarterly & yearly closings.
- Manage Balance Sheet & Profit & Loss Statements.

OBJECTIVE

Seeking assignments with an organisation of high repute with committed and dedicated people.

WORK EXPERIENCE

Senior Accountant

DADABHAI TRAVELS LLC, DUBAI. SEPT 2013 TO SEPT 2020

- Maintaining and closing of accounting books on a monthly and annual basis with accuracy.
- Ensuring timely vouching, verification and posting into the accounting package of the company.
- Preparing monthly financial statements
- Preparing monthly MIS & interim reports with detailed variance analysis of the performance.
- Ensuring timely statutory compliances (Vat etc.) for all the assigned entities.
- Ensuring timely & correct revenue recognition, reconciliations of accounts receivable & Payables.
- Payment proposals scrutiny/verification and recommendations to pay.
- Managing relationship with vendors and suppliers to ensure maximum utilization of credit periods and effective management of working capital.
- Annual audit review and support for assigned entities.
- Assisting the team in preparation of various reports for the Management.
- Maintaining Fixed Asset Register, Depreciation, disposal proposals etc.
- Support Month End and Year End Closing process.

- Prepare Tax returns, ensuring compliance with payments.
- Reinforce Financial Data Confidentiality

Academic History

- Graduation in Commerce (B.com) from University of Kerala in 1994
- Diploma in Computer Applications & Office Management from Institute of Human Resource Development for Electronics in 1996.
- Diploma in Shipping and Logistics from National Centre for Labor Learning, Government of India.
- Pursuing Certified Management Accountant (CMA) from Institute of Management Accounts, USA.

IT Skills

Window 10, MS Excel, MS Word, Power Point, Outlook Express, Tally ERP 9, Etravel, itinerary

Accounts Executive

ORIENT TOURS LLC, SHARJAH | JUNE 2006 TO AUGUST 2013

- Coordinate with finance team to complete assigned accounting tasks within deadlines.
- Prepares Accounts Receivable & General Account entries by compiling and analyzing account information.
- Make sure all daily transactions are correctly reflected in the trial balance.
- Perform monthly GL reconciliations
- Ensure all depreciation schedules are up to date and properly accounted for.
- Monitor expenditures, and determine budget variances and report the same to management.
- Assist the team for the preparation of financial reports and statements to Managers for review.

Junior Executive - Accounts.

KERALA TRAVELS INTERSERVE LIMITED, TRIVANDRUM | DECEMBER 2003 TO AUGUST 2005

Handled various Statutory works like Income Tax, Service Tax, Payroll Processing, PF, ESI and other day to day accounting activities

Audit Cum Accounts Assistant

R. VENKITACHALAM & ASSOCIATES (CHARTERED ACCOUNTANTS FROM OCTOBER 1994 TO JAN 1996