

Sibi P.J.

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ACCOUNTANCY/ADMINISTRATION

Office Management and Supervision

A challenging position that will enable me to contribute to the organization goals availing an opportunity for growth and advancement.

18 Years of experience as a Finance Accountant in Bahrain

Key Skills:

- ▢ Management Information System (MIS Report)
- ▢ Keeping accounts of Customers Account (Debtors)
- ▢ Keeping accounts of Suppliers Account (Creditors)
- ▢ Preparing salary of all the employees of the company (Payroll)
- ▢ Bank Reconciliation Statement (Banking)
- ▢ L/Cs dept. (Imports & Export) and Procurement
- ▢ Cash flow periodic statement (in flow - out flow -net flow)
- ▢ Inventory Control
- ▢ Trial Balance, P&L and B/S
- ▢ Computers: MS Office (MS Excel, Word)
- ▢ Accounting Package: Orion-ERP, Foxpro, Quick Book and Tally

EDUCATION

Master of Commerce (M.COM.) from Mahatma Gandhi University, Kerala, India

Bachelor of Commerce (B.COM.) from Mahatma Gandhi University

WORK EXPERIENCE

GULF PLASTIC INDUSTRIES CO. W.L.L. (16/09/2006 TO 14/04/2022)

Gulf Plastic Industries W.L.L. (GULFPLAS) incorporated in 1968 is one of the first industrial ventures established in Bahrain to manufacture thermoplastic pipes & fittings in accordance to internationally recognized standards such as BSEN, ASTM, DIN, NEMA, AS and ISO recommendations.

SENIOR ACCOUNTS SUPERVISOR: RESPONSIBILITIES

- ▢ Accounting and supervising and assigning work to account assistants
- ▢ Capitalization of fixed assets and calculation of depreciation
- ▢ Verification and authorization of expenses.
- ▢ Preparation and reporting of monthly region wise sales report and analysis to the manager
- ▢ Preparation and reporting of monthly department wise expenses report and analysis to the manager
- ▢ Handling banking transaction and monthly reconciliation of banks
- ▢ Preparation of cash flow statements
- ▢ Handling export, import and Local L/C.
- ▢ Raw Material, Spare Parts and PVC & PPR Fittings costing

- ▮ Liaise with external and internal auditors
- ▮ Monthly closing of books and accounts
- ▮ Reporting to the manager and undertaking work assign by him
- ▮ Handling VAT related works

DEEKO BAHRAIN W.L.L. (15/06/2003 TO 14/09/2006)

ACCOUNTANT: RESPONSIBILITIES

- ▮ Accounting through payments, receipts, journals, deposits vouchers
- ▮ Payroll preparation and processing for payments
- ▮ Capitalization and calculation of depreciation
- ▮ Preparation of bank reconciliation statements
- ▮ Prepare Monthly Vehicle maintenance & Fuel expense report
- ▮ Handling local Purchase
- ▮ Administrative works and supervising maintenance work of the company
- ▮ Monthly closing of books of account
- ▮ Preparation of monthly profit and loss account and balance sheet
- ▮ Liaise with external auditors
- ▮ Reporting to the director and manager of the company

GEORGE & JOSEPH ASSOCIATES, CHARTERED ACCOUNTANTS, INDIA (01/02/2001 TO 31/03/2003)

AUDITOR: RESPONSIBILITIES

- ▮ Prepared Trial balance, P&L a/c, Balance Sheet and Cash flow statement for clients
- ▮ Vouching and checking Purchase, Sales, Receipts, Payments, Journals vouchers
- ▮ Undertaking physical verification of cash, inventory and assets
- ▮ External audit of banks, insurance companies, hospitals, charitable institutions etc.
- ▮ Legal advice to clients regarding tax matters

PERSONAL

Date of Birth : April 5, 1977

Nationality : Indian

Marital Status : Married

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