

# EBIN REJI MANGALATH

## CERTIFIED MANAGEMENT ACCOUNTANT (C.M.A)

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### SUMMARY

As a CMA professional, my expertise lies in financial analysis & corporate governance. I've excelled in managing expenses, processes improvement, & fostering accounting standards for business in my 2-year track record.

### PROFESSIONAL EXPERIENCE

#### **Al-Dhow Engineering General Trading & Contracting Co. W.L.L. Kuwait**

##### **Accountant - Projects & Compliance** - (May 2023 - Present)

- Responsible for tracking 25+ diverse industrial project expenses, focusing on accuracy & efficiency.
- Managed over 1,300 invoices monthly from 30+ diverse industrial projects & 5 corporate departments, ensuring compliance with Finance & Procurement policies.
- Responded to queries related to invoices & payments, addressing supplier requests with priority.
- Handled online banking portal activities & payments through various channels, ensuring strict compliance requirements were met.
- Oversaw foreign currency transactions & analyzed payment terms to optimize cash flow.
- Executed cash management strategies to maximize liquidity & adherence to company protocols.
- Verify over 25 projects' petty cash transactions to ensure adherence to standard processes and policies, aiding internal stakeholder decision-making and financial control.
- Evaluated Purchase Orders to ensure compliance with Procurement protocols.
- Review over 1,000 employee leave salaries, allowances, & overtime for each project & its sub-projects.
- Analyze monthly contract payments, ensuring precision in financial reporting & compliance.
- Leveraged data analysis to identify areas for process enhancement across 10+ industrial projects.

#### **IDCREX Online Accounting Services, India**

##### **Accountant** - (November 2021 – July 2022)

- Managed accounting operations for FLYonIT, an Australian IT firm, offering cloud services & business solutions.
- Coordinated daily accounting tasks to ensure smooth operations & timely financial reporting.
- Conducted Bank Reconciliation to ensure financial integrity and compliance with accounting standards.
- Ensured prompt & accurate compensation for employees managing payroll processes.
- Managed Sales & Purchase invoices, aiding budget allocation & cost control.
- Produced financial reports incorporating key performance indicators (KPIs) to facilitate informed decision-making.
- Demonstrated proficiency in Intuit QuickBooks, Xero, MYOB, & Payroller software for various accounting & payroll management tasks.

### EDUCATION

- Certified Management Accountant (CMA) - Institute of Management Accountants, Inc., U.S (2018 - 2021)
- Bachelor of Commerce in Finance & Taxation - Mahatma Gandhi University, India (2015 - 2018)
- Indian Community School, Kuwait (2015)

### CERTIFICATIONS

- EY Financial Accounting Advisory Services (Job Simulation) – Forage
- Corporate Finance Fundamentals – Corporate Finance Institute
- Financial Analysis Fundamentals – Corporate Finance Institute

### SKILLS

- |                                |                         |                               |
|--------------------------------|-------------------------|-------------------------------|
| Internal Controls Enhancement  | Process Optimization    | Compliance Policy Development |
| Variance Analysis              | Procurement Evaluation  | Payroll Management            |
| Risk Analysis                  | Project Cost Reporting  |                               |
| Financial Reporting & Analysis | Budgeting & Forecasting |                               |

### KEY ACHIEVEMENTS

- Achieved a 25% reduction in payment discrepancies, enhancing departmental efficiency & compliance.
- Delivered comprehensive compliance supervision, significantly improving compliance awareness among employees.