**CURRICULUM VITAE**



**Mr. RIBIN BABU PB**

Puthanpurakkal (H), Marutha PO,

Malappuram.

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**Career Objective:**

To work in a dynamic environment with growth potential where creativity, team spirit, hard work, dedication and sincerity are appreciated, where I can utilize my professional skills.

**EDUCATION QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the course | University / Board / Institution | Principal Subjects | Year of Passing |
| B.com | Calicut University | Taxation | 2023 |

**CERTIFICATION COURSES:**

Received the following:

* ICCA FROM IAAP LONDON UK (From it’s Cochin Campus 2024 )
* SAP FICO
* Tally Prime
* Quick Books
* MS OFFICE ( Word, Excel, PowerPoint)
* GST
* GCC VAT

**WORK EXPERIENCE:**

TRAINE at Enbridge (**six month’s** )

#### Work Assignments:-

* Analyses monthly balance sheet accounts for corporate reporting.
* Checked and imported payroll and pension data to pay salary deductions.
* Prepared VAT and income tax forms for commercial and individual clients.
* Preparation of invoice and LPO
* Monitored accounts payable and receivable statuses, keeping financial records up-to-date.
* Helped with preparation of management accounts and end-month duties.
* Produced accurate general ledger entries with HORIZON.
* Payroll creation as per WPS,
* Perform all necessary accounts , bank and other reconciliations.
* Issue different payment methods as per contract to suppliers like CDC, PDC, Bank
* Transfer after get approval from Finance manager.
* Preparing the safety documents of the machinery for the project.
* Managing company related documents & Employees documents including their visa & passport.
* Responsible assigning Visa, work permit, renewals, and cancellations through company PRO and ensuring all contracts, passports, visas, EIDs are tracked.
* Monitor & schedule company vehicles maintenance services, traffic fines, fuel, pettycash management & salik expenses.
* Support in payroll process through checking of input documentations, payroll reports

**SKILLS**

* Good Communication Skill
* VAT returns
* MS Office Suite
* Accounts payable
* Financial management
* Invoice preparation
* Bank Reconciliation
* Project budgeting
* Payable/Accounts
* Receivable
* Finance management
* Credit notes
* Cost accounting
* Documents Controller

**INTERNSHIP & PROJECT**

* Done a project on “Advertisement On Consumer Buying Behavior “

**PERSONAL PROFILE:**

Date of Birth : 23/12/2001

Sex : Male

Nationality : Indian

###### Marital Status :Unmaried

**LINGUISTIC SKILLS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SL No** | **Name of Language** | **Speak** | **Read** | **Write** |
| **1**  **2**  **3** | **English**  **Malayalam**  **Hindi** | ✓  ✓  ✓ | ✓  ✓  ✓ | ✓  ✓  ✓ |

**DECELERATION:**

I hereby declare that the above mentioned details are true to the best of my knowledge and belief.