### Experience



BIPIN Mathew K

**Accountant**

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# Objective

I want to be a part of a company where I can apply my skills, knowledge and experience and at the same time acquire new knowledge and there by grow with the organization in a mutually beneficial way.

## Skills & Abilities

* Accounts Payable / Receivable Processes & Management
* Invoices / Expense Reports/Payment Transactions
* Corporate Accounting & Book keeping
* Payroll process & Management
* Vendor Negotiations & Management
* Records Organization & Management
* Journal Entries & General Ledger
* Teambuilding & Staff Supervision
* Spreadsheets & Accounting Reports
* Bank Reconciliations
* Budget Control
* Cash flow forecasting
* Excellent time management skills.
* Computer Literate: (MS Office)
* Familiar with Software like Peachtree, Fox Pro, Focus & Tally

## Vitals

108, Al Mahatah

Sharjah, UAE

#### (A) Sun and sand BUIlding contracting llc

July 2018 to Present

**Job Description**

* Ensures the integrity of accounting information by recording, verifying, consolidating, and entering transactions.
* Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
* Maintains and balances subsidiary accounts by verifying, allocating, posting, and reconciling transactions and resolving discrepancies.
* Maintains general ledger by transferring subsidiary accounts, preparing a trial balance, and reconciling entries.
* Summarizes financial status by collecting information and preparing balance sheet, profit and loss, and other statements.
* Produces payroll by initiating computer processing; printing checks, verifying finished product.
* Completes external audit by analyzing and scheduling general ledger accounts and providing information for auditors.
* Avoids legal challenges by complying with legal requirements
* Secures financial information by completing database backups
* Maintained VAT account and prepared Tax Returns.
* Provide quick, efficient and reliable services for all Government related jobs such as Employment Permits, Entry Visas, Medical Examinations, miscellaneous jobs related to Immigration, Ministry of Labour & Consulates, and Business Licences to the company and its group

#### Previous Work history

#### (B) ACS GLOBTIC GENeRAL Trading LLc, Dubai (FMCG-Horeca Division)

Period: May 2015 to May 2018

Assigned as Accountant

#### (C) Intermass engineering and cont. co. LLC (Sharjah)

Period: Dec 2012 to April 2015

Assigned as Accounts Clerk

**(D) Clarion properties Ltd (Satya Group) Delhi, India**

Period: March 2011 to Dec 2012

Assigned as Officer- Accounts & Finance

(E) **NG-NCCL-JV (Nagarjuna Construction Co. Ltd), Noida, India** (NCCL – OIL GAS & WATER Division- Construction Company for Public Sector/Govt. Undertaking like BPCL,HPCL,IOCL,GAIL,NTPC, BHEL etc carrying out Pipelines & Refinery Projects)

Period: Sep 2018 to Mar 2011

Assigned as Asst: Accounts payable

Duties and responsibilities:

* Prepares asset, liability, and capital account entries by compiling and analysing account information.
* Documents financial transactions by entering account information. Recommends financial actions by analysing accounting options.
* Reconciles processed work by verifying entries and comparing system reports to balances.
* Resolving purchase order, contract, invoice, or payment discrepancies and documentation; ensuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments.
* Pays employees by receiving and verifying expense reports and requests for advances; preparing cheques.
* Maintains accounting ledgers by verifying and posting account transactions.
* Verifies vendor accounts by reconciling monthly statements and related transactions.
* Maintains historical records by microfilming and filing documents. Disburses petty cash by recording entry; verifying documentation. Protects organization's value by keeping information confidential.

**EDUCATION & CREDENTIALS**

* SSLC from Board of Examination, Kerala
* Plus 2 from Board of Higher secondary examination, Kerala
* Bachelor's Degree in Commerce: B. Com, from University of Calicut