

FEBIN NORBERT PINK

Mob: +91 7736037722

Email: febbynor@gmail.com

Address: TC 16/1346, Sangama Nagar, PRA C-64,
Kunnil Charuvila Lane, Thuruvickal PO
Trivandrum-11, Kerala



CAREER OBJECTIVE

To be an integral part of the Accounts team of an organization where, I can utilize my skills and abilities towards the achievement of the goals of the organization. Seek diversity and professional challenge with an opportunity for advancement.

CORE COMPETENCIES

- Accounts Finalization
- Payroll Processing
- Cash and Collection Management
- MIS Reporting
- Accounting Compliance
- Internal and External Audit

EDUCATION

- **Bachelor of Commerce (B. Com), 2009**
University of Kerala, India
- **Plus Two (Commerce), 2006**
St. Joseph's Higher Secondary School, Trivandrum

PROFESSIONAL EXPERIENCE

ACCOUNTANT/ADMINISTRATION (23.10.2014 to 15.02.2020)

FIBERCHEMIE GEN.TR LLC (SHARJAH, U.A.E)

Job Responsibilities

- Assisting Financial Controller in finalization of monthly and annual accounts
- Payroll processing
- GL data entry

- Prepare supplier, customer and bank reconciliations
- Assisting in collection of receivables
- Ensuring compliance with Dealer's Agreement
- Timely collection of rebates and incentives from Supplier as per Dealer's Agreement
- Physical verification of stock
- Interaction with external auditors

ACCOUNTANT (01.07.2013 to 31.5.2014)

ST.JOSEPHS PRESS

Job Responsibilities

- Assisting Accounts manager in finalization of monthly and annual accounts
- Cash handling
- GL data entry
- Prepare supplier, customer and bank reconciliations
- Collection of receivables
- Ensuring compliance with Dealer's Agreement
- Timely collection of rebates and incentives from Supplier as per Dealer's Agreement
- Physical verification of stock
- Interaction with external auditors

ACCOUNTS EXECUTIVE (01.01.2012 to 31.12.2012)

GRAND MOTORS SALES AND SERVICES PRIVATE LIMITED

Job Responsibilities

- Assisting Financial Controller in finalization of monthly and annual accounts
- Payroll processing
- GL data entry
- Prepare supplier, customer and bank reconciliations
- Assisting in collection of receivables
- Ensuring compliance with Dealer's Agreement
- Timely collection of rebates and incentives from Supplier as per Dealer's Agreement

- Physical verification of stock
- Interaction with external auditors
- Submission of monthly tax returns to tax authorities

AUDIT OFFICER (23.06.2010 to 12.07.2011)

BITTU ABRAHAM & ASSOCIATES

Job Responsibilities

- Finalization of accounts for various clients
- Book keeping for various clients
- Statutory/Internal/Operational Audits of Private and Public Sector companies, Banks and Insurance companies
- Fixed assets and stock audits
- Assisted in conducting feasibility studies for various companies and preparation of project reports
- Preparation of tax returns for various clients
- Assisted in formation private limited companies, partnerships etc.

IT/IS SKILLS

- Tally ERP System
- Advanced knowledge in MS Excel
- MS Word
- MS Power Point
- Operating Systems : Windows 7, Windows XP, Windows Vista and Windows 2000
- Focus Software

STRENGTHS

- Disciplined, dedicated, hardworking and organized
- Good inter personal communication skills
- Ability to adapt to changes
- Strong analytical and problem solving skills
- Zeal to succeed.

PERSONAL DETAILS

Date of birth	:	8 th June 1988
Gender	:	Male
Marital status	:	Married
Religion	:	Christian
Languages known	:	English, Malayalam and Hindi

REFERENCE

M C. Joseph (Technical Manager)

FiberChemie Gen. Tr. LLC

Mob No: + 971 55605411

Mathew John (Sales Manager)

Al Khowahir Chemicals.Mat.Tr.LLC

Mob No: +971 556057360

Place: Trivandrum

Date: 18.02.2020

Febin Norbert Pink