



Girish Babu P

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Finance & Accounts Management Profile

Snapshot: Qualified finance and accounts management professional with 15 years of experience across diverse organizations. Possess expertise in accounting procedures, audit principles and cost control, internal and external audits, cash flow management, compliance management and resource optimization. Exploring worthwhile senior managerial assignments to leverage acquired skills in accomplishing financial growth objectives of a professionally managed organization

Core Competencies include...

Financial Analysis~ Forecasting~ Auditing~ Internal Controls~ Liquidity Management~ Cost Reduction~ Budget Variances~ Profitability Analysis~ Asset Management~ Inventory Management~ Accounts Reconciliation~ General Ledger~ Costing~ Cash Management~ AR~ AP~ Payroll~ Balance Sheet Preparation~ Accounts Closing~ Banking Operations~ Internal and External Audit

PROFILE OVERVIEW

- ❑ Well versed in Financial Reporting and Process Improvements. Skilled in improvement of Internal Controls & Financial Efficiency
- ❑ Good knowledge of taxation, audit, obtaining statutory licenses & commercial functions & fund management
- ❑ Demonstrated ability in taking businesses to a pivotal position from conceptualization leading to consistent business growth
- ❑ Leading, mentoring & monitoring the performance of team members to ensure efficiency in process operations & meeting of organizational goals
- ❑ Creating and sustaining a dynamic environment that fosters development opportunities and motivates high performance amongst team members

PROFESSIONAL EXPERIENCE

Compunet Systems, Thiruvananthapuram-Kerala ▶ March 2019 –February 2020

Accounts Officer

Duties & Responsibilities:

- Manages all Accounting & Financial Operations on daily basis
- Prepare and Publish monthly financial statements,MIS Reports
- Coordinate the preparation of Branch wise collection and cost allocation
- Ensure Month end and year end close process closure
- Ensure control over Financial transactions and financial reporting
- Manage and compile with local state and government reporting requirements and tax filing and GST
- Keeping track on Account Payables and Receivables and Seeing that timely and appropriate actions are taken
- Assist and coordinate with Auditors in Finalization of Accounts

Amends Accounting & Book Keeping, Dubai-U.A.E ▶ Oct 2017 – Jan 2019

Sr.Accountant – Tax & Financial Accounting

Responsibilities:

Finance and Accounts Management

- Maintaining & Supervising accounting and VAT operations
- Drafting of financial year end transactions, and preparation of financial statements and financial reports
- Coordinate in maintaining day to day financial operations related to payments, receivables and other related Issues
- Interact and assist for managing monthly closing procedures

Reporting and Documentation

- Prepare/ present various reports to the Client management highlighting organizational financial aspects to enable effective decision making
- Document/ archive records related to financial transactions based on organizational policies and statutory regulations

Team Management

- Evaluate performance of accounts payable and accounts receivable staff and rendered productivity enhancement feedback
- Guide Clients in implementing accounting procedures in day to day financial transactions

Toptech Goldsmith & Jewellery DMCC, Dubai – UAE ▶ Apr 2013 –Feb 2017

Sr.Accountant

Responsibilities:

Financial Strategic Planning

- Implement strategies aligned to budgets and cash flow for maintaining organizational bottom lines
- Assist the senior management in making effective financial decisions leading to significant enhancement in revenue generation
- Evaluated business trends for defining and implementing organizational financial plans aimed at optimizing resource utilization

Finance and Accounts Management

- Spearhead day to day accounting operations of the organization in maintaining organizational cash flow
- Involved in drafting of fiscal year end transactions, issuing financial statements and consolidating organizational financial reports
- Collaborate with team members in maintaining day to day financial operations related to payments, receivables and other related factors
- Interact with external accounting and financial firms for managing monthly closing procedures
- Assist auditors in conducting various internal & external audits based on organizational as well as statutory requirements

Mansuk Jewelers Group, Dubai – UAE ▶ Oct 2007 – Jan 2013

Accounts Executive

Responsibilities:

- Coordinated accounting activities and assisted audit staff in compilation and finalization of accounts
- Prepared and maintained general ledger (posting entries, recording accruals, etc.) and conducted account reconciliations.
- Generated monthly financial statements and other financial details for the senior management to enable effective decision making.
- Set up budgeting and forecasting processes aimed at optimized utilization of organizational financial resources.
- Managed accounts payable, procurement, annual audit and renewal of risk management insurance policies.
- Consolidated monthly financial statements, payments, cash flow management reporting to higher authorities
- Evaluated/ approved payment vouchers and Journal entries
- Developed/ maintained internal control as well as effective accounting system and polices for the setup
- Assisted auditors in finalization of books of account

Responsibilities:

- Involved in maintenance of books of accounts keeping in compliance with company and statutory requirements
- Managed day to day accounting functions including General accounts Receivables and Accounts Payable
- Evaluated receivables / payables on periodic basis. Implemented effective internal control procedure of the company
- Focused on Cash Management, resolving sales tax issues, filing monthly returns and managed monthly financial
- Coordinated activities related to salary computation, preparing MIS reports and finalizing accounts

PREVIOUS ASSIGNMENT

- Prudent Exports, Thiruvananthapuram - India ▶ Accountant ▶ Apr 2001 – Jul 2004

ACADEMICS

Education

- **Post Graduate Diploma in Computer Applications**, Electronic, Research & Development Corporation India (2001)
- **Bachelor of Commerce in Accounting**, Kerala University (1998)

Professional Development

- Win Gold Next ERP, Fin Options ERP ,Tally ERP-9,Visual Wingold,Zoho Books, Quick Books

Date of Birth: 03rd January 1978 ~ **Languages Known:** English, Hindi and Malayalam ~ **Nationality:** Indian

Passport Details: M7141644 valid till 2025 ~**References:** Available on Request