

PHILIP.B.N

Assistant Accountant

*Assemblies of God church Panacode Panacode P.O +91 9496367230
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Seeking a challenging career in the hospitality accounts, finance department with specialization in financial Accounting For the organizational and career growth.

Education

Master of Business Administration

ICFAI University, Trivandrum India

- Specialized in Finance

BACHELOR OF COMMERCE

University Of Kerala, Trivandrum India.

- Specialized in Taxation Law & Accounts

Skill

- Proficient in MS Excel, MS Office, MS Power Point, MS Outlook.
- Understanding of accounting procedure.
- Proficient in accounting tools (Opera, Sun System, Micros, Tally, Materials Control, Transaction Analyzer, Auto Sequences and Reports and vision).
- Ability to work new system software.
- Good knowledge in Email correspondence and internet related activities.

Work Experience

I am working as an **Assistant Accountant in Coco Palm Dhuni Kolhu from May 2015 till now.**

My key roles in this job are:

- Responsible for updating GL accounts when recommend the Head Office for payment.
- Prepare Payment Authorization Vouchers for all Creditors & Service Invoices and get approval from CA&GM
- Update & Maintain menus in Micros POS systems in Opera.
- Prepare Monthly Summary Report (Diving, Water Sports/ Boutique shop, ORP) for 3rd Party
- Coordinate with all relevant departments to ensure revenue is posted
- Check accommodation invoice & vouchers.
- Prepare month end staff tip payment, Incentive& commission summary.
- Assist to (Absence) Accountant, Cost controller and Invoice Officer.
- Collect GRC from Night Auditor and file accordingly

- Update all JV files related to Payment, income, Petty Cash to Accounting software.
- Checking the tax invoice rate as per Tour Operator contract.
- Checking and reconciliation of Petty Cash, Sundry Creditors end of the month and related Accounts as per CA.
- Assist to Accountant and CA in preparing of monthly P&L, updating GL and help for finalizing the month end Works.
- Responsible for updating purchase entries with GRN from store and communicate with Head Office Regarding queries related with AP.
- Responsible for checking and posting monthly consumption Journal, general expense allocation F&B Costing Journal with CA and Cost controller.
- Checking and analyzing monthly fuel report of the resort and launch section and submit to CA.
- Cash Purchase GL reconciliation.
- Checking the Costing sheet and all issued from the store
- Responsible to prepare month F&B costing sheet and general expenses sheet in absence of Cost controller.
- Make the aging statement.
- Checking and reconciliation of General Ledger.
- Creating Article code in MC as per department request.
- Making GRN as per Purchase Order and Closing the GRN in MC.
- Entering all the payment Vouchers to Sun system and sent to Head Office.
- Check the Telephone bill and posted in Accounting System.
- Checking all inter- department transfer and booked in MC.
- Assist to Chief Accountant to annual MIRA Audit.
- All city ledgers are transferred to AR in Opera in absence of Invoice officer
- Preparing GST statement AR and RB.
- Responsible for reconciling between MC and Sun system end of every month.
- Posting PMS entries in Sun System.
- Responsible to reconcile the revenues between Opera and Sun System.
- Updating inventories in MC end of the month.

ACCOUNTS AND AUDIT EXECUTIVE /M. VIJAYAN & CO AUDITING FIRM / 2010 FROM – TO 2014

RESPONSIBILITIES:

- Checking all receipt and Vouchers.
 - Preparing Income & Expenditure Account.
 - Prepare Cash book Account.
 - Reconcile bank Statement.
 - Updating all JV in accounting system.
 - Preparing General Ledger.
 - Assist to CA for Preparing P&L account and Balance Sheet.
 - Communicate with client regarding any queries.
 - Verify all receipt and vouchers with Statement.
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Hobbies and Interests

- Listening music.
- Playing Grand Piano.
- Learning new things.

Awards Received

- Best employee of the month in October 2016.
- Best performer of Account Department in 2018.

Personal Profile

Name : PHILIP.B.N
Sex : Male
Date of Birth : 17.03.1990
Marital Status : Married
Nationality : Indian
Home Address : Assemblies Of God Church
Panacode, Panacode.P.O
Trivandrum, Kerala, India

Country of Resistance : India
Language Known : Malayalam & English

Declaration

I hereby declare that all the information given by me is true and written with the best of my knowledge.

Yours truly,

Philip.B.N