**TINTU BHUVANENDRAN**

**KALPAKA, VENNICODE P.O**

**VARKALA, TVM, KERALA, INDIA.**

**Mobile: +91-9074370110, What’s App: +91-9074370110**

**Skype: tintu.b**

**Email:** [**tintubhuvanendran001@gmail.com**](mailto:tintubhuvanendran001@gmail.com)

**Career Objective**

Looking for a long term, challenging position with a reputed organization, that offers growth based on dedication and proven ability. The ideal position would offer long term commitment conductive to professional growth and achievement.

**Professional Summary**

**Working As a Senior Accounts Payable in Modcon Group, SMARD from 11th November 2019**

* Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statement etc.
* Reconciling processed work by verifying entries and comparing system reports to balances
* Paying employees by verifying expenses report and prepares pay cheques.
* Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit, generally responding to all vendor enquiries regarding finance.
* Preparing analysis of accounts and responding to all vendor enquiries regarding finance.
* Preparing analysis of accounts and producing monthly reports.
* Continuing to improve the payment process.
* Prepared fund utilisation & project wise daily fund flows statements.
* Prepares payment schedule and submit the payment request to management for approval.
* Checks and verifies invoices entered and data entry staffs.
* Clearing debit balance of vendors by reconciling ledger with SOA and add missing invoices to their ledger and keeps all ledgers accurately.

**Working As An Accountant In Romana Group, Attingal, Trivandrum, From 9th November 2018 To 8Th November 2019**

* Reporting to Group Chief Accountant.
* Preparing daily collection report of Super Market & Restaurant.
* Independently prepares cash flow statement of Hyper market & Restaurant.
* Checks and make daily expense of restaurant and hypermarket
* Checks enter the payment made to suppliers with SOA in tally & polosys ERP.
* Checks and verify petty cash statement and pass entry in tally & polosys ERP.
* Prepared Monthly Purchase & Sales GST Report and Sends to Auditor for Filing Tax.
* Collects the daily cash collection from hypermarket and deposit it into company bank account.
* Pass all bank entry to the book of accounts and reconcile bank account on daily basis to know the exact fund flow.
* Reconcile the card a sale with statement receives from bank on daily basis.
* Prepare manual P & L monthly and submit to group GM and group Accountant.
* Reconciliation Of Suppliers Accounts with SOA.
* Monthly salary preparation with checking the report of monthly salary advance.
* Prepares monthly sales report and submit to group GM and Group Chief Accountant.

**Worked as Senior Accountant in MIRK General Trading LLC, Dubai UAE, From 23rd December 2012 to 02nd July 2017.**

**Job Profile:**

* Reporting to chief Finance manager.
* Independently prepares cash flow, cheque payments and receivables of the company.
* Maintain the books of accounts on daily basis and ensure that they are accurate and up to date.
* Provide management with all necessary financial and accounting reports.
* Closing the book of accounts monthly & prepare trial balance.
* Reconciliation of bank accounts, supplier & client accounts.
* Manage and maintain petty cash, staff salary accounts, and leave salary & gratuity provisions monthly.
* Checking and updating the daily collection from the customers.
* Checking of outstanding debtors, prepares statement and reporting to chief financial controller about pending receivables and follow up for payments.
* Creating WPS salary file monthly.
* Collection of cheques/ cash from debtor, and depositing those to bank accounts on daily basis and update the system.
* Cash purchases and credit purchases checking with LPO and processing the payment and entering into the system.
* Responsible for management of accounts payable – verified invoices, oversaw purchases of suppliers, tracked supplies recorded in general ledger.
* Responsible for management of accounts receivable – provided services of monthly clients, complete billing invoices, ensure checks received match the record in general ledger, responsible for monthly client billing.
* Ensure store achieves sales, marketing, operation and over all P & L goals.
* Responsible for payroll – maintained and verified with employees monthly time sheets.
* Responsible for implementing hiring, training plans and motivating store staff.
* Achieve budgeted sales, profit projections and annual objectives as top priorities.
* Responsible for analysis of monthly, weekly and daily sheets, managing accounting activities and transaction of revenues and expenses.

**Worked as Accountant General in Exclusive General Maintenance LLC , Dubai, UAE From 16th January 2011 to 20th December 2012.**

**Job Profile:**

* Updating and reconciliation of AR & AP.
* Create cash reports against cash flow and cash management.
* Communicate with vendors and respond to their queries and problems.
* Managing Bank accounts and transaction.
* Reconciliation of bank accounts and supplier accounts.
* Prepares ledger accounts and posting daily entries.
* Preparation of invoices as per weekly schedules and submits to engineer for approval of work completed by subcontractors.
* Preparation of schedules of fixed assets, depreciation & prepaid expenses.
* Preparing monthly salary statement and preparation of WPS.
* Maintain petty cash.
* Responsible for correct checking of invoices with approved purchase order, delivery note and approved invoice.
* Serving as liaison between the jobsite and the finance department, ensuring all accounting standard operating procedures are followed at the job site.
* Booking of invoices with proper documentation control also looking after the payables and receivables, preparing cheques for suppliers.
* Performs activities related contracts, insurance, payables, liens, billings, payroll (WPS)/ cost/ budget reports for jobsite management team.
* Ensures job cost reports and accounts receivable reports are accurate at all times and in balance with general ledger.
* Ensures all information in the project cost system and underlying supporting records are properly classified in a manner that best facilitates the use of the information.
* Processes subcontractor monthly pay requisitions and ensure all supporting attachments are correct.
* Monthly reconciliation of assets ( addition/ deletion/ write off, depreciation and accumulated depreciation).

**Worked as an Accountant in Hill Palace Beach Resort , Kerala, India, From 16th November 2008 to 16th November 2010.**

**Job Profile:**

* Preparing day books, ledger and bank reconciliation.
* Regularly making daily accounts of resort & travels.
* Preparation and submitting accounts and statements related to sales tax, PF and ESI Documents.
* Random and periodical physical stock checking.
* Checking daily quest bill.
* Checking and responding to customer emails regularly.
* Drafting confirmation main and replying to customer’s enquiry .
* Front office management.
* Travel consultation.
* Domestic and international tour package charting and airline ticketing.

**Academic Qualifications**

* B.com( Bachelor Of commerce)

Kerala University, Year 2008.

* BCA ( 2003 - 2004 December) – University Lost UGC Approval College Abandon Those Courses Came under that university Affiliation.
* 12th

MGM Model School, Varkala, Kerala, India, Year 2003.

* 10th

MGM Model School, Varkala, Kerala, India, Year 2001.

**IT Credentials**

MS Office, Tally 9, Peachtree, Quick books, Oracle, Pursuing SAP FICO and internet applications.

**Personal Vitae**

Permanent Address: Kalpaka, Vennicode P.O, Varkala, Thiruvanathapuram Dist.

Age & Date Of Birth: 34, 30th May 1985.

Sex : Male

Nationality : India

Father’s Name : R Bhuvanendran

Marital Status : Single

Languages : English, Hindi and Malayalam.

**Declaration**

I hereby declare that all the details furnished above all true and best to my knowledge and belief.

Yours Faithfully

**Tintu Bhuvanendran**