

# BIBIN GEORGE

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Experienced and detail-oriented Accountant with a proven track record of accuracy and efficiency in financial management. Seeking to leverage my skills and expertise in accounting and financial analysis to contribute to the success of a dynamic organization.

## HIGHLIGHTS

### FINANCE

- Manage the financial accounting process, including journal entries, and month-end close activities.
- Prepare and analyse financial statements (Income statements, balance sheets, and cash flow statements and Bank Reconciliation Statements).
- Budgeting and forecasting processes, providing financial insights to support decision making.
- Coordinate with external auditors during annual audits and ensure timely completion of audit requirements.
- Maintain payroll records and employment data, including changes in salary, benefits, and end-of-benefit processing.

### ACCOUNTS PAYABLE AND RECEIVABLES

- Manage accounts receivable and payable processes, including invoicing, collections, and vendor payments, ensuring accuracy and timeliness.
- Perform account reconciliations and resolve discrepancies to maintain accurate financial records.
- Collaborate with cross-functional teams to streamline processes and improve efficiency in accounts receivable and payable workflows.
- Coordinate with vendors and internal stakeholders to resolve billing and payment issues promptly.

### INVENTORY AND STOCK MANAGING

- Manage inventory valuation, including costing methods such as FIFO and LIFO.
- Develop and maintain inventory tracking systems to ensure accuracy and prevent stockouts or overages.
- Conduct regular audits of inventory levels, identifying discrepancies and implementing corrective actions.
- Managed stock transactions, including receiving, issuing, and transferring inventory.
- Monitored stock levels to ensure availability of products for sales and production.
- Reconciled stock records with physical inventory counts and investigated discrepancies.

### MANAGING AND SUPERVISING

- Supervise a team of accounting professionals, providing guidance, coaching, and performance feedback.
- Oversee day-to-day accounting operations, including accounts payable, accounts receivable, general ledger, and payroll.
- Review financial statements, variance analysis, and management reports for accuracy and completeness.
- Participate in strategic planning and decision-making processes by providing financial insights and recommendations.
- Conduct training sessions for staff to enhance their technical skills and professional development.

## COMPUTER KNOWLEDGE

- Outlook
- MS Office (Word, Excel, Power point)
- ERP accounting and HR Software

## EXPERIENCE

### Accountant | 2023-2024

#### ADVANCE TECHNICAL SERVICE – DOHA, QATAR

Advance Technical Service is one of the best fire alarm and firefighting contracting companies in Qatar, Providing AMC, MEP Services and Trading.

### Accountant (Revenue Department) | 2019-2023

#### QATAR MEDICAL CENTER/PHARMACY/DISTRIBUTION – DOHA, QATAR

Qatar Medical Centre is a Reputed and Renowned Outpatient Clinic Including Pharmacy and Medical Distribution Company network in Qatar.

### Accounts and Auditing Assistant | 2016-2018

#### S SURESHKUMAR AND ASSOCIATES (CA FIRM) -KERALA, INDIA

S Suresh Kumar and Associates is an Auditing firm Providing Accounting and Auditing Services for Public and Private companies in Kerala, India.

## EDUCATION

- **MASTERS IN BUSINESS ADMINISTRATION HR**, UNIVERSITY OF MADRAS, INDIA (CURRENT)
- **BACHELORS IN COMMERCE**, UNIVERSITY OF KERALA, INDIA
- **DOPLOMA IN COMPUTERISED FINANCIAL MANAGEMENT**, C-DIT, INDIA

## SKILLS

- **Attention to Detail:** Precise attention to detail is crucial for accuracy in financial reporting and auditing.
- **Analytical Thinking:** Ability to analyse complex financial data, identify patterns, and draw meaningful insights to support decision-making.
- **Communication Skills:** Effective communication skills are crucial for conveying financial information clearly to stakeholders, colleagues, and clients.
- **Problem-Solving:** Ability to identify financial issues, evaluate alternatives, and develop solutions to address challenges or optimize financial performance.
- **Time Management:** Efficient time management skills are essential for meeting deadlines, managing multiple tasks simultaneously, and prioritizing work effectively.
- **Continuous Learning:** Commitment to ongoing professional development to stay updated on changes in accounting standards, regulations, and industry trends.
- **Teamwork:** Collaboration with colleagues from different departments or teams to achieve common goals and objectives.
- **Adaptability:** Flexibility to adapt to changing business environments, technological advancements, and evolving accounting practices.

## DECLARATION

I, Bibin Thomaskutty George, hereby declare that all information provided in this Curriculum Vitae (CV) is true, complete, and accurate to the best of my knowledge and belief. I understand that any misrepresentation or omission of facts may result in disqualification from consideration for employment or termination of employment if discovered after the fact.