

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**
- **DIPLOMA 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.