



ABITH MURALI

INVENTORY CONTROLLER & COORDINATOR

PROFILE

Inventory controller and coordinator with strong accounting background. A keen analyst with a distinction of reviewing, investigating and correcting errors and inconsistencies in financial entries & documents that leads to transparency in reporting to internal and external stakeholders. I have Demonstrated excellence in ensuring compliance with applicable policies, contracts and regulations. Hands-on experience in reviewing balance sheet and profit & loss accounts at unit level and ensuring integrity of all the reported financial statements. Coordination with procurement, accounts and sales departments for integral involvement in operations and quotes

EXPERIENCE

INVENTORY CONTROLLER & COORDINATOR, AL-AALI REINFORCEMENT CO W.L.L, BAHRAIN

JULY 2018 - PRESENT

Supervise new employees on standard operating procedures, parts research, order entry, expediting, and proper communication with customers and vendors. Train co-workers on every aspect of business

- Supply cost savings from OEM to reduce manufacturing cost and provide cost of material and labor costs for projects
- Prepare all documentations for monthly, yearly, and fiscal year inspections, repairs, and products requested.
- Processed cost of material, movement analysis and value reports on Microsoft AX program.
- Coordination with Engineering, Procurement and Sales department for additional involvement in operations and constant communication with maintenance department for smooth flow of operations
- Additional involvement with accounts department throughout audit procedures as a helping hand.

ACCOUNTANT, GRAND HYPER MARKET (REGENCY GROUP), KUWAIT

FEBRUARY 2015 – JULY 2017

Divisional accountant for one of prestigious Hypermarket chains in GCC. I was Accountable for the:

- Maintenance of books for local currency and foreign currency accounts (INR, USD, GBP& Yen)
- Processing the foreign principal payment
- Preparation of the age wise debtor statements and accounts receivable statements
- Cash flow & fund flow statement

Carrying out reconciliation of:

- Vendor Ledger
- Petty cash books & foreign currency accounts

Ensuring that the external audit requirements like Cross checking of document which tally with schedules are met, acting as an

integral part of the team to assist in preparation of annual schedule which involves Financial & accounting activities

CONTACT

Abith.m.menoki@gmail.com

(+973) 38433120

Rd No 319, Manama

Bahrain

ACTIVITIES AND INTERESTS

Movies • Trekking • Swim
• Travel

PERSONAL DETAILS

Marital Status: Married

Date of Birth : 15th June 1993

Passport No : K9076346 (Valid upto February 2023)

Linguistics : English, Hindi & Malayalam

Nationality : Indian

Handling the preparation of:

- Report against the external auditor note
- Monthly Finance Report
- Inventory Status Report
- Fixed Asset Schedule on monthly basis
- Payroll sheet including leave and final settlement for employees
- Fixed assets schedule

ACCOUNTANT, BENZY GROUP, KERALA

JULY 2014 – JANUARY 2015

Managed the accounts section of a well reputed business group in Kerala, where I was accountable for the Maintenance of books of accounts of the clients, Involvement in the maintenance of inventory register which involved Inventory valuation report, Inventory flow report, Handled the preparation of Daily Reconciliation of Cash books, Monthly Statements and Bank reconciliations

EDUCATION

MASTERS IN COMMERCE (FINANCE SPECIALISATION)

MADHURAI KAAMRAJ UNIVERSITY, MADHURAI, INDIA
APRIL 2016

BACHELOR IN COMMERCE

UNIVERSITY OF CALICUT, KERALA, INDIA
MAY 2014

KEY SKILLS AND CHARACTERISTICS

Strong interpersonal & communication skills • MS Office Suite • Ability to work collaboratively as part of a team • Problem Solving • Leadership • Meticulous attention to detail • Excellent Organizational skills • Poised under pressure