

**JIBIN JOSEPH**

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Seek challenging position in the Accounting / Financial / Corporate sectors.

EXECUTIVE PROFILE

- Master of Commerce (**M. Com**) from M.G. University, Kottayam in 2012
- Bachelor of Commerce (**B. Com**) from M.G. University, Kottayam in 2010

Have 6+ years of post-qualification Work Experience in GCC & India

KEY SKILLS – HIGHLIGHTS

Accounts & Finance: Interpretation of Financial statements, Consolidation of Financial Statements, Preparation of financial statements. Very good knowledge of Tally ERP 9 & MS Excel

CAREER SUMMARY

At present working with AWALCO - **Bahrain** as an Accountant, since Oct-2013
Worked with **Access Accounting Consultancy S.P.C-Bahrain** as an Assistant Accountant for **6 months**.

Worked with **Rashtradeepika Daily** – Kottayam as an Accounts clerk – **1 Year**.

PROFESSIONAL EXPERIENCE (POST QUALIFICATION)

AWAL CONTRACTING & TRADING- BAHRAIN- Accountant OCT 2013 - Present

Responsibilities:

- Managing the organizational local & foreign payables.
- Looking after AR/AP/GL activity
- Presenting on weekly basis cash flow report to the management.
- Liaising with the banker for day to day transaction purpose.

- Presenting on monthly basis P/Loss to the management
- Handling year end audit
- Handling any other allotted assignment by management from time to time.
- Supervision of monthly payroll.
- Responsible to handle the year-end audit and resolve the audit related queries.

**ACCESS ACCOUNTING CONSULTANCY S.P.C- BAHRAIN –Accounts Assistant
May 2013- Oct-2013**

Responsibilities:

- Managing the organizational local & foreign payables.
- Managing the organizational local receivables on a daily basis.
- Preparation of payment plan to discuss with the top management on a daily basis.
- Assisting to GFC for preparing monthly management accounts and other reports.
- Liaising with the banker for day to day transaction purpose.
- Responsible to handle the year-end audit and resolve the audit related queries.
- Managing payroll settlement along with other payroll related payments.
- Managing Invoice booking/payments/bank reconciliations etc.

**RASHTRADEEPIKA DAILY- INDIA –Accounts Clerk
May 2012 - May 2013**

I worked as an Accounts Clerk and reported to the Manager Finance of the Group. Key responsibilities and experiences include the following:

- Maintaining payable & receivable books of accounts.
- Various invoices & expense booking & their payments.
- Submission of various payment advice to chief accountant
- Bank Transactions & Bank reconciliation

SKILLS:

- Proficient with MS office, MS Excel and Windows.
- Strong analytical, interpersonal, leadership and communication skills.
- Ability to work on own initiative and as part of a team.
- Ability to exercise quick decisions.
- Ability to use organization resources effectively.

STRENGTHS

- Ability to work effectively while working as a Team as well as individually.
- Good interpersonal skills, Team Spirit, Leadership qualities, commitment towards work, result oriented and hardworking.
- Outstanding ability to develop familiarity with new procedures and services
- Ability to learn and adapt to new atmosphere, teamwork & commitment

PERSONAL DETAILS

Date of Birth : 22/08/1989

Passport Number : T2404980

Expiry Date : 25/02/2029

Nationality : Indian

Marital Status : Married

Languages Known : English, Hindi, Malayalam & Tamil

DECLARATION

I hereby declare that all the information provided above is true to the best of my knowledge.
Reference shall be provided as per requirement.

Place: Bahrain

Date: 29-11-2019

JIBIN JOSEPH