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| Experience Accountant **•** Fakhro Transport B.S.C ©  Jun’17 to Till date  ACCOUNTS PAYABLES DPT.  Key responsibilities   * Process the first pass invoices within 24 hours TAT * Invoices with discrepancies to be addressed and sorted out by liaising with Suppliers * Make sure that all PO based Invoices are in line with agreed terms * Make sure the accuracy of cost center based invoices before processing to avoid duplication * Monthly reconciliation of all supplier balances * Book all the expenses to the right cost centers * Book the month close related entries like Accrued Expenses and it’s reversals * Support the chief Accountant by giving monthly payment Forecast to support Cash Flow * Handle Petty Cash and make sure all the bills are in line with company’s approved policies * Supplier data base management * Identify the process gaps and report it to the Chief Accountant to fix it. * Propose the process improvements to strengthen internal control procedures and to save man hours as well as financial impact.   Accounts Receivables Dpt.   * Raise the billing for LTR/LEASE and Other Customers * Pass the Debit Notes/ Credit Notes wherever required complying to the approval requirements * Customer disputes/ queries to be addressed * Enter the Receipts and allocate it appropriately. * Run the ageing report and share it to the respective Sales Person * Notify the past due Customers to settle the payment ASAP * Review the Credit Limits & Credit terms * Run the Credit Limit Over run report and notify to the Sales  Education  * B.Com – MG University, Kerala, INDIA * Pursuing CMA  Communication  * Excellent communication skills both written and verbal  Leadership  * Team Player * Excellent interpersonal skills * Takes ownership  References Sunil Kumar – Credit Controller, Fakhro Transport B.S.C  Mob: 35099195  Email: Sunilkumar@fakhro.com |
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|  |  | Notice Period: 1 Month |
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