



DIBIN

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ACCOUNTANT

OBJECTIVE

An experienced Accountant with a demonstrated history of working in reputed organization in India. Seeking an industry with a progressive result oriented organization that offers ample opportunities to improve and grow personally and professionally so as to accomplish the organizational as well as personal goals.

ABOUT ME

Fujairah

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dibinhampi008@gmail.com

23/09/1999



EXPERIENCE

2022/01

2023/01

ACCOUNTANT

Worked as an Accountant in Vijayakrishna Gold And Diamonds,Punalur,Kerala, India

•RESPONSIBILITIES

- A day to day coordination of the portfolio reconciliation, accounting and performance, reporting provided by banks and in-house systems
- Providing financial information to management by researching and analyzing accounting data and preparing reports
- Prepare asset,liability, and capital account entries by compiling and analyzing account information and maintaining day-to-day accounts
- Banking transactions,Bank reconciliation and Payable account reconciliations
- Effective cash flow management,budgeting and analysis
- Maintaining petty cash transactions and statements
- Responsibility for Accounts Payable and Accounts Receivable transaction processing
- Prepare weekly and monthly sales reports for the management
- Preparing payments for suppliers and aging analysis of debtors
- Prepare and present monthly financial statements and provide Management with financial Information
- Handle all commercial,legal and statutory company accounting requirements
- Ensure timely payment of dues to Supplier,Vendors etc.
- Ensure timely collection of all dues from clients and provide the weekly receivables statement with ageing analysis to the management
- Closely monitor the collections from clients and ensure timely legal action
- Implement cost consciousness across the entire company
- Conducting on going diligence for compliance, tax,and fee monitoring
- Keep accounts for revenue, overheads, expenses, commission calculation and cash flow forecast and supervise accounts team

EDUCATION

2018/06

2021/05

B.COM

Commerce with Computer Application

Bachelor of commerce in computer application

SOCIAL

 facebook.com/

 twitter.com/

 <https://www.linkedin.com/in/dibin-t-7487a3231>

SKILL

Financial Statements and general ledger account

Internal auditing

Ensure Compliance

Good Communication and Problem solving skills

Close Process and variance analysis

Ability to meet a constant stream of deadlines

INTEREST

 Biking

 Travelling

COMPUTER KNOWLEDGE

MS OFFICE
TALLY

PROJECT

2021/01

2021/03

EMPLOYEE WELFARE IN KERALA STATE FARMING CORPORATION

Subtitle

A detailed study about the employee welfare in kerala state farming corporation.

LANGUAGE

ENGLISH

Malayalam

Tamil