

Sobi Soman

Senior Accountant

Email Id - Sobi3soman@gmail.com

Ph no-055-3854995

Visa Type- Resident Visa



OBJECTIVE.....

Knowledgeable senior accounting professional offering 5+ years of experience in financial operations. Experienced Senior Accountant successful at cultivating effective working relationships at all levels while driving improvements to budget administration, expense tracking and forecasting of future financial needs. Proven track record of performing work ethically while maintaining integrity

PROFESSIONAL EXPERIENCE.....

Galaxy Star World Electromechanical Contracting LLC

Senior Accountant, October 2018 – Present

- Creating timely and accurate accounting reports and submitted to the company's management.
- Perform month-end and year-end accounting activities such as reconciliations, journal entries, Fixed asset Management and other reporting.
- Producing financial reports related to accounts payables, accounts receivables, expenses etc.
- Reconciliation of bank, debtors, creditors and intercompany.
- Managing petty cash.
- Compute taxes and submit tax returns on quarterly basis.
- Monitoring cash flow to ensure that bills are paid on time and enough money is available to cover upcoming expenses.
- Preparing employees payroll and employees end of service.
- Preparing reports on company performance including profit and loss statements, balance sheets, and cash flow analyses.
- The management and association of short- and long-term loans with banks and other financial institutions.
- Preparing payment certificate based on the subcontractor timesheet and invoice.
- Payment follow-ups with Main Contractors.
- Completed year-end closing processes with controllers and external auditors.
- Prepared working papers, reports and supporting documentation for audit findings.

Golden Sun Electro Mechanical Contracting LLC, Dubai

Assistant Accountant & Hr. Executive, May 2017 – September 2018

- Doing tracking of documents expiry dates relating to employment visa, Labour Cards, Visit Visa, ensure timely renewal and process new visa.

- Updating the employee files/records and HR database
- Taking Vehicle insurance, Medical Insurance and workmen compensation for employees.
- Keep records of leave & absenteeism and enforce disciplinary action as necessary
- Posting sales and purchase invoices and petty cash transactions.
- Preparing payroll calculations based on monthly attendance reports
- Preparing the statement of accounts for clients
- Preparing VAT returns documents
- Managing petty cash

PROFESSIONAL QUALIFICATION.....

- Master of Business Administration (MBA)
 - ✓ Major & Minor – Finance & HR
 - ✓ Completed on: 2016, Attained CGPA - 6.34
 - ✓ Board: Mahatma Gandhi University, Kerala, India

CORE COMPETENCIES.....

- Bank Reconciliation
- Payroll Accounting
- Accounts Receivable
- Accounts Payable
- Tax preparation
- Audit Preparation
- Record keeping

SOFTWARE SKILLS.....

- Sage 50
- Quick Book
- Tally ERP 9
- Microsoft Office
- Microsoft Outlook

AWARDS & ACHIEVEMENTS.....

- Certificate for participating as a delegate in the National Conference on Business Models (NCBM 2016)
- Certificate for participating as a delegate in the National Conference on Goods and Service Tax

DECLARATION.....

I hereby declare that the information furnished above is true to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned.

Sobi Soman