



SHIBIN. P. V

PROFILE

To share and to develop my knowledge and skills to the fullest for the benefit of the company. Enhance teamwork, motivation, and integrity among my colleagues and be a source of inspiration to them. To have a successful career in the Global Corporate World, which would help me flourish in my future endeavors.

CONTACT

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VISA STATUS: VISIT VISA
Dubai

PERSONAL INFORMATION

Nationality : Indian
Date of Birth : 10th Sep 1990
Marital Status : Single
Passport No : **W 7594634**

LANGUAGES

English, Hindi & Malayalam

KEYSKILLS

AP & AR Process & Management
Corporate Accounting & Bookkeeping.
Account Analyses.
Invoices/ Expense Reports
Inventory Management.
Records Organization & Management.
Vendor Negotiations & Management.
Management Reports.

EDUCATION

Master of Commerce (M Com), 2014
Madurai Kamaraj University (Tamilnadu, India)

Bachelor Of Commerce (B. Com), 2011
Kannur University, Kannur (Kerala, India)

Diploma in Computer Financial Accounting, 2011

WORK EXPERIENCE

COTTON CITY, KANNUR
August 2019 to February 2023

SENIOR ACCOUNTS EXECUTIVE (ACCOUNTS/FINANCE/PURCHASE & SALES/ADMINISTRATION)

- Transaction of Cash/Bank Payments, Cash/Bank Receipts & Other Accounts Related Transactions.
- Transaction of Purchase/Sales Bills on daily Basis & Verification of Purchase/Sales Bills on Monthly Basis.
- Preparation of Cheque Requests/Salary Statements to the Management.
- Maintaining of Petty Cash on Daily Basis.
- Preparation of Bank Reconciliation on Daily Basis.
- Complete Account Reconciliation of Sundry Debtors and Sundry Creditors on Monthly Basis.
- Preparation of Account Statements for Purchase and Sales Functions on Monthly Basis.
- Preparation of Claims (For Discount From Suppliers).
- Submission of Input & Output Tax Data to HOD.
- Prepare Bank deposits, Perform Bank and Cash Transaction Updates on Daily Basis.
- Co-Ordination With Bank on Daily Basis (Accounts/Finance Related Functions).
- Customer Relationship Maintenance (Client Meeting with creditors & To Resolve the Disputes related Purchase Transactions).
- Preparation and Submission of Account/Finance Reports to the HOD.
- Create and update expense reports.
- Inventory Management.

CAREWELL SURGICALS ACCOUNTS EXECUTIVE (Accounts/Finance/Purchase & Sales/Administration) JAN 2018 to DEC 2018

Handled Daily Accounts/Finance & Administrative Functions.

Inventory Management which includes Stock Analysis & Co ordination with Store Department on Daily Basis.

Assumed Responsibilities for full cycles of Accounts Process on Weekly and Monthly Basis.

TECHNOLOGY SUMMARY

MS Office, Tally ERP 9, Oracle
Peachtree, Windows (all) ,
Internet Applications.

MEDLACE DISPOSABLES (Distributions of Surgical Instruments and Disposables- Division of Sunrise Hospital Groups) KANNUR – KERALA- INDIA

**ACCOUNTS EXECUTIVE (Accounts/Finance/Purchase &
Sales/Administration)
October 2015 to October 2017**

Handled Daily Accounts/Finance & Administrative Functions.

Inventory Management which includes Stock Analysis & Co ordination
with Store Department on Daily Basis.

Assumed Responsibilities for full cycles of Accounts Process on Weekly
and Monthly Basis.

BRD SECURITIES LTD. KANNUR (Non Banking Finance Company- (Regtd with RBI)

**ACCOUNTS EXECUTIVE (Accounts/Finance/Purchase &
Sales/Administration)**

DEC 2011 to JUNE 2015

Assumed Responsibilities for the full Cycle of Accounts Process. Handled
all Accounts and Administrative Works on Daily Basis. Co-ordination
with the Bank on Daily Basis for Accounts and Finance Related
Transactions. Preparation and Submission of Management Reports to the
Branch Manager.

Declaration

I Here by declare that the information furnished above is true to the best
of my knowledge and belief.

Dubai

Sign:
