

# BIVIN SASI



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📅 Visa Expiry: 20.02.2025

🚗 Valid UAE Driving License

💍 Married

🇮🇳 Indian

📅 21/10/1990

## SKILLS

- MS Office, Tally, Casmex & Symex
- General Ledger
- Account Reconciliation
- Financial Statements
- Profit and Loss
- Finance Reporting
- Budgets
- Expense Reporting
- Accounts Payable
- Account Receivable
- Performance Management
- Payroll Management
- Audit Coordination
- Cash Management
- Financial Planning
- Inter-Branch Reconciliation
- Taxation Knowledge
- Team Leadership

## PROFILE

Highly Accomplished Professional Accountant with over **8 years** of experience adeptly maintaining precise financial records for extensive organizations. Successful track record of delivering accurate and insightful financial analysis. Proficient in advanced accounting software and processes, adeptly managing stringent timelines, schedules, and tasks. Proven leadership abilities in team management and performance enhancement.

## PROFESSIONAL EXPERIENCE

### *Accountant at Federal Exchange- Abu Dhabi, UAE*

02/2019 – Present

- **Prepare** and submit Exchange House Regulatory Returns to the Central Bank of the UAE.
- **Supervise** junior accountants and monitored their work daily.
- **Analyzing** Total Commission **Collected & Discount** Allowed for Money Products: **Instant Cash, Transfast, Western Union.**
- File quarterly **VAT report** and ensure timely payment.
- Create month-end JV entries for Depreciation & Expense Provisions.
- **Compile Budgeted** Variance Report, **Management Accounts & Branch performance** for Management review.
- **Analyze Ledger entries** for Expenses and Income.
- **Audit Branch expenses**, Communication Manuals, Mandatory Registers, Insurance Cover, **Staff Performance Report**, and **Annual Maintenance.**
- **Calculate** employee incentives accurately.
- **Reconciliation** of **Banks, Money Products** and **RIA** Ledgers.
- **Perform** daily and monthly reconciliations for **Inter-Branch, General Ledgers, and Payables.**
- **Organize** daily **cash deposits** via Transguard (SCDM & Collection) to the Central Bank.
- **Analyze** monthly Remittance Service Charges from each Branch (**Bank, Money Product, DING Utility**).

### *Accountant at Ahalia Health, Heritage & Knowledge Village (AHHKV), India*

03/2016 – 01/2019

- **Led** accounting operations as Chief Accountant across **8 Regional Centers**, including Ahalia Foundation Eye Hospital (**6 Branches**), Ahalia Foundation Ayurvedic Hospital & Pharmacy, and Ahalia Health Care Limited.
- Oversaw and directed a team of three Assistant Accountants.
- **Managed** bank accounts and meticulously updated bank registers, encompassing **DD, cheque, and cash transactions.**
- **Skillfully** handled petty cash, ensuring precision in cash reconciliation.
- **Efficiently** managed both **account receivables** and **payables.**
- **Conducted** rigorous bank reconciliations for **accurate financial alignment.**
- **Orchestrated** inter-branch transactions, skillfully reconciling accounts for consistency.
- **Monitored** and reported on **fund statuses.**

## EDUCATION

**MBA in (Financial Management)** from  
Bharathiar University, India

**B.Com in (Finance & Taxation)** from  
Calicut University, India

## STRENGTHS

**Successfully streamlined accounting processes**

- Improved efficiency and accuracy, resulting in significant cost savings.

**Efficient Process Management**

- Reduced accounting process time by **20%** through effective work efforts.

**Strong Communication Skills**

- Facilitated effective collaboration between internal and external teams.

## INTERESTS

- Traveling
- Volunteering
- Personal Development
- Community Involvement

## LANGUAGES

English	<div><div></div><div></div><div></div><div></div><div></div></div>
Hindi	<div><div></div><div></div><div></div><div></div><div></div></div>
Tamil	<div><div></div><div></div><div></div><div></div><div></div></div>
Malayalam	<div><div></div><div></div><div></div><div></div><div></div></div>

- **Produced** comprehensive **Purchase and Sales Reports** for diverse products, including medicines, optical lenses, and contact lenses.
- **Generated** reports for statutory obligations such as **GST** and **TDS**.
- **Processed payroll** for a substantial workforce exceeding **300** employees.
- **Collaborated** in executing the company's **internal audit procedures**.
- **Expertly** managed receipts and ledgers pertaining to ECHS & RSBY (Insurance) programs.

**Accountant at Indus Motor Company PVT LTD, India**

08/2015 – 03/2016

- **Compiled** comprehensive sales, service, and accessories reports.
- **Vigilantly** tracked debtors and their accounts.
- **Efficiently** managed petty cash operations.

**Accountant at Kerala Assay and Hallmarking Centre (Alukas Group), India**

10/2013 – 08/2015

- **Managed** Receipts and Payments Account efficiently.
- **Oversaw Receivables and Payables**, ensuring meticulous management.
- **Conducted** Expense Accounting with precision.
- **Processed** and organized **HR** and **Payroll** Accounting data.
- **Expertly** reconciled Bank/Cash transactions.
- **Conducted** Inter Branch **Reconciliation** seamlessly.

**Accounts Trainee at Sign Digital Business Solutions, India**

02/2013 – 07/2013

- **Generated** comprehensive purchase and sales reports for the company.
- **Compiled** and filed VAT returns promptly and accurately.