

# LIBIN CHELLATH

Address: Manama Bahrain  
Nationality: Indian  
Languages known: English, Malayalam, Hindi  
Visa status: Employment  
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## CAREER OBJECTIVE

Secure a responsible position in accounts, sharing my 8 years of experience and advanced accounting abilities to effect employer growth and success.

## CAREER GRAPH

EUPHORIA TRADING W.L.L Bahrain <b>Accountant &amp; Audit Assistant</b>	DEC 2013 –PRESENT
METROHOME HYPER MARKET Kerala 2013 <b>Accountant</b>	MAY 2010 –NOV
GOLDEN RESIDENCY Bangalore 2010 <b>Assistant Accountant</b>	AUG 2009 –APR

## JOB RESPONSIBILITIES

- Preparation and entry of journal vouchers in GL covering all major areas including collections.
- Preparation and review of Trial balance and other monthly statements.
- Review, reconcile and analyze GL accounts.
- Preparation of groupings/schedules for HR related accounts, reporting differences if any and sorting out them with HR.
- Reconciliation of payroll clearing a/c and sorting out all related issues with HR.
- Liaise with external auditors on quarterly, half yearly reviews and annual audits also attending auditors queries.
- Verification of payment documents and all inward documents.
- Perform general office tasks including data entry, filing, maintain cash/bank book.
- Prepare and accurately communicate various accounting reports in a timely manner.
- Perform other general accounting duties as assigned.
- Provide clerical support to the entire accounting department.
- Prepare and maintain accounting documents and records.
- Prepare bank deposits, general ledger posting and statement.
- Reconcile accounts in a timely manner (bank reconciliation, accounts receivable and payable).
- Managing payroll, indemnity, passage.
- Completing financial reports on a regular basis and providing information to the finance team.
- Strong computer skills, including knowledge of Microsoft excel.
- Finalization of accounts (Trial balance, P&L, and Balance sheet).
- Purchase data entry, stock verification and closing stock valuation.
- Liaisoning with all the government authorities(LMRA,GOSI,EWA,SIJILAT,MUNICIPALITY etc).

## PROFESSIONAL EXPERIENCE

### EUPHORIA TRADING W.L.L, MANAMA, BAHRAIN Accountant & Assistant Auditor

- Handling all the day to day operations including petty cash, sale collection, data entry, bank deposit etc.
- Preparing payroll, P&L, Balance sheet, maintaining all the ledgers.
- Using both manual and systematic accounts.
- Communicate audit findings by preparing a final audit report and discussing the findings with the company authorities.
- Reconciliation of Bank and Supplier Accounts etc.
- Verifying all purchase invoices and payment vouchers.
- Reporting monthly profit margin.
- Finalization of accounts.

### METROHOME HYPER MARKET KERALA Accountant

- Preparation of day wise revenue statement.
- Bank reconciliation.
- Preparation of receipts and payments account.
- Verification of all payment & receipt vouchers with attachment
- Conducting Asset & stock auditing (if necessary).
- Verification of cash book & daily cash closing.
- Internal audit of various departments.
- Preparation of periodic reports.

### GOLDEN RESIDENCY BANGALORE Asst Accountant

- Handling petty cash and accounts payables
- Preparation of various MIS reports and documentation
- Making Report of Profit & Loss, Balance Sheet.
- Bank Reconciliation.
- Journalizing the books of accounts.
- Daily purchase, sales, receipts, payments and adjustment entries in Tally.

## EDUCATION CREDENTIALS

Bachelor of Commerce (B. Com)

2009 University of Calicut, India

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## TECHNICAL STRENGTHS

- Able to handle various accounting software (e.g.: Tally, Sirius, Nxgt)
- Windows 98/2000/XP/07/08/10, Tally ERP9, MS Office (Excel, Word, and Outlook) and accounting software

## PERSONAL DETAILS

Date Of birth: 03<sup>rd</sup> - February- 1987

Marital Status: Married

Age and Gender: 31, Male.

Mother Tongue: Malayalam.

References: Will be provided upon request.

I hereby declare that the information provided above is true to the best of my knowledge and believe.

(LIBIN CHELLATH)