

SIBY ABRAHAM

ACCOUNTANT

PROFESSIONAL SUMMARY

Detail-oriented Accountant with 5+ years of experience in accounting for large and small-scale business organizations. Looking to obtain a position which enables me to further enhance my skills in financial accounting with more responsible accounting activities in a growing industry.

WORK HISTORY

Accountant, Sep 2018 – Jan 2022

Al Jaber Heavy Lift & Transport LLC, Abu Dhabi, UAE

- Booking of supplier invoices of 7 branches
- Preparation of payments for supplier invoices
- Verification of ledger balances periodically
- Proper recording of accounting transactions
- Performed reconciliation of ledger with supplier statements
- Maintained a proper records for all payments such as cash book and Cheque register
- Preparation of bank reconciliation statements
- Preparation of monthly creditors report
- Verification of purchase orders and quotations
- Preparation and issuance more than 90 customer invoices on a timely basis
- Interacted with clients for the outstanding debts collection
- Created weekly and monthly debtors' reports needed for the meetings
- Managed month end and year end closing activities and maintaining proper schedules for each general ledgers
- Established a practice of reconciling actual revenue with budget
- Proper checking and updating of project requisition schedule
- Maintained equipment utilization report
- Assisted in preparing profit and loss account and balance sheet
- Preparation of VAT and GST reports for various companies
- Handling of day to day activities such as booking of receipts, booking of payments, posting of various journal entries

-  Dubai, United Arab Emirates
-  +971525819501
-  sibyabraham08@gmail.com
-  02-01-1993
-  Single

SKILLS

- Accounts Payable and Receivable (AP/AR)
- Account reconciliation
- Schedule management
- Bookkeeping
- Petty cash management
- Bank reconciliation
- Cash Flow analysis
- Month-end closing process
- MS Excel proficiency
- Oracle proficiency
- General ledger accounting expertise
- Time management
- Problem solving
- Fast learner

LANGUAGES

English
Hindi
Malayalam

- Processing of payroll for various companies
- Verification and booking of petty cash and arranging payments for them
- Established a practice of documents filing
- Assisting in auditing activity by providing all schedules and supporting documents
- Preparation of cash forecast reports

Senior Accountant, Oct 2016 – Jul 2018

Quality Super Bazar, Vadasserikara, India

- Overseeing all the activities of accounts receivables & payables
- Monitored a team of 6 members and providing assistance for them
- Valuation of stocks with system
- Preparing, presenting daily, weekly and monthly reports to top management
- Preparation of GST reports for tax filing
- Verification of all supplier invoices
- Daily closing of cash based on previous day sales
- Dealing with banks for all business related activities
- Reconciliation of supplier books properly
- Maintained payroll and employee records
- Ensuring supplier payments on timely manner

EDUCATION

M.com, Finance, June 2016

Bharathiar University School of Distant Education -
Coimbatore

B.com, Computer Application, April 2013

St. Thomas College - Kozhencherry

ADDITIONAL INFORMATION

- Visa Status : Visit Visa
- Driving License : Yes

SOFTWARE

Oracle JD Edwards

Tally ERP 9

Info Master