**Mobile:** +44 7442 304926

**BIBBY JOHNY**

**Email:** bibbyjohny931 @gmail.com

Bibby brings with him more than 6 years of experience in conceptualizing & implementing financial procedures including Working Capital Management, Internal Financial controls, and Costing. Proficient in managing all financial operations, tax functions and preparing reports there-on. Perform effective cash flow management with projections through control of receivables compliance with local statutory requirements. Recognized for positive mental attitude, commitment to excellence and demonstrated ability to communicate and work with senior management, associates, and customers

 Proven ability in improving operations impacting business growth & maximizing profits through cost reductions, internal control & productivity Improvements

 Experienced in the Preparation, validation, and submission of monthly, quarterly, and yearly GST returns

#  WORK EXPERIENCE

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| **KEY COMPETENCIES** |
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| **Cash Flow Management Accounts Payable Banking Reconciliation Vendor Reconciliation Accounts Finalization Payroll & WPS****Inter Company Reconciliation Financial Reporting** |

KAVALAKKAT Agencies

## Audit Associate | March 2020 *–* September 2022

**ACCOUNTABILITIES:**

 Compile, verify, and analyze financial information and prepare financial Reports and accounting statements so that senior management has accurate and timely information for making financial decisions.

 Analysis of actual expenditure for annual budgeting and prepare the actual Vs Budget monthly in addition to consolidated position.

 Coordination of annual and ad-hoc valuation exercise, gather data requirements and prepare draft calculations

 Reconciling Cash and Bank account on monthly basis and Inter-Company accounts on Quarterly basis

 Perform Balance Sheet account reconciliations, account analysis, accrual calculations, WIP and other related accounting documents/schedules.

 Review and analyze monthly posted records to ensure proper accounting, completeness, accuracy, and sufficient supporting documents.

 Accountable for creating invoices and credit notes, issuing them to customers by all necessary means, and updating customer accounts

 Assist cross functional requirements by providing procedural/financial and/or other information and guidance.

 Handle preparation of report against external auditor note, monthly finance report, Inventory status report and fixed asset schedule on monthly basis

 Prepare payroll sheet including leave and final settlement for employees and fixed assets schedule

 Preparation of periodic sales report, aging report, P&L, Balance sheet, cash flow, project costing, variance analysis and other financial reports as required.

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| **SCHOLASTIC** |
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| **Master’s in business administration** from Birla Institute of Technology (September 2014 - June 2016)**Bachelor’s Degree in commerce**From Calicut University, Kerala– September 2010 - June 2013**Tally ERP9, SAGE 50(PEACH****TREE), Quick Book, Biz Book, MS Office, Python** |

#  PERSONAL DETAILS

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| --- | --- |
| **Date of Birth** | 16 March 1992 |
| **Nationality** | Indian |
| **Passport No** | U 5189815 |
| **Languages Known** |
| English, Malayalam**Driving License**India, U.A. E |
|  **Address** |
| Sargents Parade, 10 Hamill Terrace, Parham Road, Canterbury, Kent |

**PREVIOUS COMMITMENT**

## ACCOUNTABILITIES:

**OP**

**K.F. Francis Tax Consultancy THRISSUR, KERALA ACCOUNTANT | January 2019 *–* February 2020**

 Prepared, analyzed, and verified annual reports, financial statements, and other records, using accepted accounting and statistical procedures to assess financial condition and facilitate financial planning

 Submitted findings and recommendations through the preparation of Audit Reports and made subsequent follow-ups on actions taken by the unit audited to correct deficiencies / exception noted during audit.

 Gathered all financial statements and supporting papers from appropriate authorities for the purpose of verification

 Conducted inventory counts at client locations matching physical observation with inventory accounting records for accuracy and completion

 Reviewed returns financial statements and supporting receipts and documents during audit processes.

 Ensured that the Clients accounts follow the company and state accounting regulations

 Checked and inspected the accuracy of accounts receivable, and payable ledgers

 Created and managed budgets, balance sheets and other related financial statements

 Analyzed and recommended changes in accounts using ERP

 Offered guidance and mentorship to new employees and interns who have been assigned to related tasks

**TAX MASTERS, THRISSUR, KERALA**

## ACCOUNTANT| July 2018 *–* December 2018

**ACCOUNTABILITIES:**

 Assisting with the tax provision reporting process and the tax compliance process to include the submission of tax returns and tax payments to the relevant tax authorities

 Prepared, organized, and compiled data for the preparation of annual filings and state tax returns. Leads the internal control improvement initiative of process and manages the documentation and review of process flows.

 Identified key controls and efficiency opportunities and prepares written correspondence and other documents for submission to the state’s taxing authorities.

 Prepared tax estimates and planning and becomes highly involved in tax planning. Reviewed tax accruals and taxing authorities’ draft responses and notices.

 Reconciled procurement/payroll and benefits and general ledger systems to guarantee that there is integrity and accuracy in all financial records.

 Responsible for financial reporting that pertains to regulatory compliance and financial reporting pertaining to state compliance.

**OPEN FIRMS CONSULTING PVT LTD, MUMBAI, INDIA ACCOUNTS & OPERATIONS ASSISTANT| August 2016 *–* June 2018**

## ACCOUNTABILITIES

 Maintained workflow by monitoring steps of the process; Order Procurement and dispatch of materials; monitoring personnel and resources; implementing cost reductions; developing reporting procedures and systems; initiating and fostering a spirit of cooperation within and between departments.

 Maintained safe and clean work environment by educating and directing personnel on the use of all control points, equipment, and resources, maintaining compliance with established policies and procedures

 Prepared cash schedule for upcoming months, check and prepare cheques and its timely disbursement

 Managed vendor accounts – Managed Supplier enquiries, verified supplier statement with company books; generate monthly On-demand cheques and payments

 Reconciling account balances and bank statements, maintaining general ledger, and preparing month end close procedures.

 Prepared payroll sheet including leave and final settlement for employees and fixed assets schedule