***Profile*** *of* ***Mathews Kurian ***

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| Summary  Financial Accounting professional with more than 10 years of experience in Finance & Administration department, capable of managing diverse financial functions, tax management, Budget forecasting, Cost analysis and reporting. Over the years, I have developed clear and effective communication strategies, committed to the cohesion and efficiency of the team. |  |
| Skills & Abilities:   * Strong technical accounting skills * Handling Accounts up to finalization, preparation of financial statements * Facilitation of internal and external auditing procedures. * Prepare budget, cash flow, revenue and expenses comparison sheets * Dealing with banks and handling the bank facilities. * Handle A/R and A/P, invoicing, and follow up to ensure on time recovery * Possesses short learning curve and hardworking. * Very proficient in Quick Books & Tally accounting software. * Good thorough knowledge and working experience in VAT. * Knowledge in GST & TDS computation and filing. |  |
| Work Experience  **Accountant**  **Kosamattam Finance -Kottayam since Jan 2021.**  **Job Profile & Responsibilities**   * Maintaining accounts up to finalization. * Verifying customers fixed deposit and gold loan calculations. * Verifying accuracy of monthly interest payment calculations. * Monitoring and following up all duties performed as per Nidhi’s act. * Monthly Bank reconciliations. * Computing and filing TDS and GST.   **Accounts Assistant Manager**  **Organization: Mazhar Al Zein Arabian Construction Carpentry, Abu Dhabi – UAE**  **Period From 15 Aug 2018 to 24 June 2020**    Company Profile: MZC is a Group of companies over 45 years of experience in UAE, which dealing a key role in UAE Construction and Marine Industry.  **Job Profile & Responsibilities**   * Maintain accounts up to finalization as per GAAP * Reconciled accounts managed audits and updated financial records with remarkable accuracy. * Strengthened financial operations by conducting bank reconciliations and financial reporting. * Developed monthly, quarterly and annual profit and loss statements and balance sheets. * Handle Accounts Receivables & Payables and monthly reporting to the management about monthly cash inflow and outflow. * Maintain VAT documents, Internal Auditing, and Tax filling. * Deal with bank for facilitating LC, LD and other bank financial facilities. * Deal with Dubai customs, Chamber of commerce and other Govt. Entities. * Handle Administrative duties. * Process Salaries through WPS Format. * Scheduling & preparing employee’s Vacations and Final settlements as per UAE labour law. * Reporting any unethical and unlawful activities to the management. * Project cost analysis * Applied proper codes to invoices, files and receipts to keep records organized and easily searchable. * Identified and suggested remedies for areas of improvement based on detailed daily reports and analysis. * Compiled budget figures by reviewing past budgets, evaluating estimated income and assessing expenses. * Established QuickBooks accounting system to reflect accurate financial records. * Trained and supervised junior accountants on best practices and accurate financial forecasting.   **General Accountant cum Administrator**  **Organization : Tala Group of Companies ( From 2014 April to June 2018 ) – Dubai, UAE**  **Department : Finance Department**  **Job Profile & Responsibilities**   * Analysing financial information, passing entries and preparing ledgers. * Monitoring and carefully reviewing of all expenses. * Handling bank and cash accounts. * Monthly Reconciliation of 2 company’s bank & Cash accounts * Daily reports on cash and bank positions to Finance manager * Reconciling 2 company’s accounts payables & Receivables. * Monthly reports of accounts receivable and payables with ageing schedules * Monthly over-all checking of two company’s chart of accounts * Passing Adjustment entries for closing the accounts on monthly basis * Monitoring all the accounting activities of 2 companies * Maintenance of fixed asset register and calculating asset values. * Liaison with Annual Auditor * Preparation of Budgets * Preparing Monthly cash flow statements. * Preparing Payrolls, preparing payroll related adjustments & transferring through WPS. * Taking inventory details and calculating cost based upon on consumption. * Calculating project costing and submitting reports to F.M & M.D * Preparation of Financial statements – Monthly basis * Coordinating purchase activities and negotiating with suppliers. * Maintaining good relationship with customers and follow-up o/s payments. * Meeting with customers and sort it out financial related discrepancies. * Coordinating with bank and preparing bank related documents. * Preparing cheques & issuing on the basis of accrual. * Monthly preparing invoices and submitting to customers.     **Assistant Accountant**  **Organization : Chi Hospitality ( From February 2013 to March 2014) – Dubai, UAE**  ***Jobs Profile & Responsibilities***   * Entering Sales Entries on the daily basis in excel and monthly posting into the system. * Passing basic journal entries up to Finalization of Accounts * Preparing Food & Beverage costing for each month. * Taking physical inventory of Beverages * Preparing Bank Reconciliation Statement & Submitting to Accounts manager * Handling Accounts Payable & Accounts receivables. * Preparing vendors cheques. * Preparing Payroll and processing.   **Assistant Accountant**  **Organization : Process Construction & Technical Services (Mumbai, India)**  **Period: June 2012 to Jan 2013.**  After successful completion of Master Degree starting carrier with PCTS as a Junior Accountant and working at L&T site.  ***Jobs & Responsibilities***   * Assisting Accountant and posting entries. * Preparing Cash payment vouchers and passing entries. * Calculating Wages cards. * Distributing salaries through cash. * Daily maintain books of Accounts. * Checking store Material in & out details.   **Assistant Auditor**  **Firm : Kuryan & Susheelan Chartered Accountant Firm – Kottayam – India**  During the Vacation period between Bachelor Degree and Master Degree joined with Chartered Accountant firm for getting practical knowledge in accountancy, through six months of these professional journey Assisting Auditors for Audit works like verifying book of Accounts, etc.  **Duties & Responsibilities**   * Assist Auditing for reputed famous firms like, Malayala Manoram, Vanitha Magazine, YMCA etc. * Checking Books of Accounts * Vouching payment vouchers |  |
| Skills & Software expertise   * A team player who can work well independently. * Good communication & interpersonal skills. * Possesses short learning curve and hardworking * M.S Excel, Power Point, M.S word * Proficient in Accounting Software’s Quick Book, Peachtree,   Tally, Visual Dolphin, SAP Beginner. |  |
| Projects Done   * Inventory Management in Travancore Cochin Chemicals Ltd,   Kochi, India.   * Working Capital Management in Travancore Cements Ltd,   Kottayam, India. |  |
| Seminars   * Business Enhancement Approaches Corporate Needs. * Soft skills for Managerial Effectiveness. |  |

Professional Qualification

* Master of Business Administration - **MBA (Finance & H.R.M)**

From – Anna University Tamil Nadu (2010 August to 2012 July)

* Bachelor of Commerce - **B.Com (Taxation & Computer Application)**

From -M G University, Kerala, India. (2007 to 2010)

Personal Details

Name : Mathews Kurian

Nationality : Indian

Date of Birth : 03.08.1989

Marital Status : Married

Dependents : 2

Languages Known : English, Malayalam, Hindi, Tamil

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Notice Period : One Month