

JIBIN THOMAS IDIKULA

ACCOUNTANT

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Phone: 7907280797



Detail-oriented and results-driven **Accountant** with extensive experience in financial management. Proven expertise in ensuring financial accuracy, optimizing processes, and driving profitability for diverse organizations. Adept at utilizing advanced accounting software and tools to streamline financial operations. Strong analytical skills and a commitment to maintaining strict ethical standards. Seeking to contribute financial acumen and problem-solving abilities to an organization dedicated to financial excellence and growth.

Key Skills:

Financial Analysis

Bookkeeping

Leadership

Time Management

Bank Reconciliation

Detail oriented

Work Experience:

- **Accountant** | Leyton Investments Services Pvt Ltd , Kerala | September 2021 to August 2023.
 - Analyzed financial data to generate accurate and concise account summaries, leading to more informed financial statement finalization and enhancing the quality of financial reporting.
 - Maintaining Cash, Bank accounts & Preparation of Bank reconciliation statements
 - Managed accounts payable by processing invoices, verifying expenses and ensuring timely payments
 - Oversaw accounts receivable, invoiced customers and followed up on outstanding payments.
 - Reconciliation of Bank, Debtors, Creditors & Stock
 - Preparation of year ending Schedules & Accounts for auditing
 - Interact with financial Institutions & Monitoring Bank Operations
 - Secures financial information by completing database backups.

- **Accounts Assistant** | Classic Scoobikes Pvt Ltd ,Kerala | July 2019 to August 2021.
 - Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
 - Running Bank errands, such as Cash Deposit, cheque deposit etc.
 - Report to management regarding the finances of establishment.
 - Reconciles financial discrepancies by collecting and assessed account information.
 - Processed company documentation, such as invoices and payment checks.
 - Resolved customer enquiries related to rates, routing & procedures via mail and telephone, ensuring high-quality services and maintaining a 90% customer satisfaction ratio.
 - Check data input or verify totals on forms prepared by others to detect errors in arithmetic, data entry, or procedures.

- **Accounts Assistant** | in Vedic Bio labs Pvt LTD, Bangalore | March 2018 to -February 2019.
 - Provides financial information to management by researching and arranged accounting data; preparing reports.
 - Downloading bank balances from electronic banking systems on a daily basis.
 - Documents financial transactions by entering account information.
 - Collaborated with the team to achieve common objectives.
 - Ensuring that all cash management transactions are correctly recorded.
 - Preparing invoices and then sending them out to the customer for payment.

Academic Qualifications:

B.Com with Computer Application

BAM college, MG University | 2016 | GPA-6.4

Core Competencies :

- Proficient in Financial Statement preparation and analysis.
- Proficient in using Accounting Software.
- Strong problem solving and analytical skills
- Banking operational knowledge
- Proven Track record of maintaining accurate and organized financial records.

Extra numeral Achievements:

Completed Certified Industrial Accountant (Modular) Course from Institute of Computer Accountants (ICA Cochin).

Computer Proficiency:

Tally ERP 9.0, Tally Prime
MS Excel
Internet & Email

Personal Details:

Gender	Male
DOB	09 March 1995
Language Known	English, Malayalam ,Hindi
Nationality	Indian
Passport No	R1989628