



Bibin V Basheer

Mobile: +91 9744644887 | **Email Address:** bibinbasheer89@gmail.com

LinkedIn Profile: <https://www.linkedin.com/in/bibin-basheer-955b7070/>

Nationality: Indian | **Availability:** OneMonth

Professional Summary

- A versatile and adaptable Finance Manager with a comprehensive background in Information Technology & Financial sectors. Diverse professional experience in international operations across India & Singapore.
- Secure a responsible position in account management and serve as an accountant sharing my experience and abilities towards mutual growth and success.

Areas of Expertise

- Treasury and Cash Flow Management:
- Vendor Relationship Management
- Budget Oversight
- Cost Control
- Knowledge in Systems, Applications & Products in Data Processing in FICO tool (SAP FICO)
- Accounts Payable and Receivable
- Data-driven Insights
- Auditing
- Team Leadership
- Invoicing process for foreign and Indian clients
- Foreign Exchange

Skills

- | | | |
|---|---|-------------------------------------|
| • Expertise in Zoho books, Zoho invoice, Tally ERP tools. | • Vendor Management | • Cash Flow Management |
| • Knowledge in Zoho cliq tool. | • Ability to analyze data | • Ability to work self-sufficiently |
| • Financial forecasting | • Ability to prepare Financial Statements | • Willingness to learn |
| • Budgeting of projects. | • Knowledge in Zoho people, Microsoft Excel, Notion, Clickup, Float, & Trello tools | • Auditing & accounting |
| • Problem-solving skills | | • |

Career History

WowMakers UX/UI Design Kochi, India.

Finance Manager

Jan 2017 to Current

Responsibilities:

- Prepare periodic financial reports for the company
- Conduct reviews and evaluations for cost-reduction opportunities.
- Maintain the financial health of the organization.
- Manage the preparation of the company's budget.
- Assist with all periodical financial closing and audits
- Allocate resources and manage cash flows
- Conduct profit and cost analyses
- Lead juniors to complete tasks on time
- Assisting annual auditing and helping tax filing of the company
- Monitor the cash flow of the company to ensure sufficient funds are available to meet cash flow needs
- Vouchering of all expenses and proper accounting as per law
- Handling statutory payments based on the Companies Act

WowMakers UX/UI Design Kochi, India.

Assistant Manager Finance Account

July 2014 to Dec 2016

Responsibilities:

- Monitoring and analyzing accounting data and produce financial reports or statements
- Allocating budget to the individual projects and implementing the same based on the scope of study
- Preparation of invoice to the clients
- Project budgeting and allocation based on the scope of the work
- Process vendor payments
- Maintain database of individual projects reports for the budget modifications
- Evaluate accounts receivables periodically to determine cause of billing issues and facilitate clearance of claims.
- Negotiate contracts and close agreements to maximize profits
- Process payroll and report payroll taxes for the organization
- Lend assistance in the preparation of the company's yearly operating budgets
- Reconcile bank accounts and general ledger accounts as assigned

R R Donnelley And Sons Trivandrum, India

Financial Analyst

June 2012 to June 2014

Responsibilities:

- Assist in the preparation of financial reports
- Generate monthly and quarterly budget report
- Maintain good rapport with onshore clients in Citrix platform
- Create presentation based on reports for comparing financials
- Edgar filing of the financials of various companies

Professional Certifications / Courses / Training

- IIIrd Rank holder in Bachelor of Commerce degree from Mahatma Gandhi University 2010
- Best Performance Award from RR Donnelley 2013
- Customer delights recognition from clients in RR Donnelley 2014
- Best vendor management recognition fromWowMakers 2016
- Active member of different clubs in the institution.
- Participated in a knowledge exchange program conducted in Kristu Jayanthi college Bangalore.
- Attended National Seminar conducted in Viswajyothi School of Management Studies.
- Certification in SAP FICO tool 2024

Education

Master in Business Administration - Finance & Marketing 2010 to 2012
Mahatma Gandhi University, India

Bachelor of Commerce - Tax procedure & Practice 2007 to 2010
Mahatma Gandhi University, India