

# IBRAHIM M.K



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Pass Port No: U0968880

## ***Education***

DEC 2017

**CMA (ICWAI)**

Institute Of Cost Accounts Of India

MAY 2015

**M COM**

Madurai Kamraj University, Madurai, India

MAY 2012

**B COM**

Mahatma Ghandi University, Kottayam, India

## **Professional Experience**

Sep 2021-

**Chief Accountant**

Oct 2023

**Ideal Public School , Kerala, India**

- Manage and oversee the entire accounting team for different institution in the same management.
- Conduct all necessary training to keep the teams skills and knowledge up to date.
- Perform financial analysis and reporting to management as needed.
- Assist in budget preparations and expense management activities for assigned accountants.
- Monitor expenditures, analyze revenues and determine budget variances and report the same to management.
- Monitor and record financial transactions according to company policies and regulations.
- Review and recommend changes to existing accounting procedures.

July 2018-

**Financial Analyst**

Aug 2021

**Al Abeer International Medical center, Madinah, Saudi Arabia.**

- Verification of daily collection reports
- Monthly closings and preparation of monthly financial statements
- Prepare, reconcile and maintain balance sheet schedules
- Review, compare and analysis of financial statements with previous months and previous years
- Reports the variances of expenses and incomes to the top management with reasons.
- Administer accounts payable and accounts receivables with ageing schedules.
- Preparation of annual budget for succeeding year with revenue generation.
- Monthly evaluation of budget achievement variances and submit variance report to the top management with reasons.
- Verification of staff cost related expenses and provisions.
- Reconciliation of inter branch accounts and all related party accounts.
- Rectification and reconciliation physical stock and system stock at the time of inventory verification and valuation.

**Aug 2017 -  
Jun 2018**

**Auditing Assistant**

**Chart Fort Auditors and Business Services, Kerala India.**

- Complete General Ledger Operations.
- Preparation of Monthly financial statements for various clients.
- Reconcile and maintain balance sheet accounts.
- Draw up monthly financial reports.
- Verification and vouching of books of accounts.
- Computation of income tax and income tax return filing, TDS.
- GST registration and GST return filing.
- Account and bank reconciliation.
- Assist with preparation and coordination of the audit process.

**Mar 2016-  
Aug 2017**

**Accounts Assistant**

**Dr. P Alikutty's Kottakkal Ayurveda Hospital, Kerala, India**

- Prepare Journal Entries
- Recording day to day activities in day book
- Posting to the concerned ledger
- Administer all accounts and budget for various departments
- Collaborate with accounting and finance team and prepare financial statements
- Prepare various financial reports
- Preparing journals for sales and purchases in every month.

**Computer Skills**

- ❖ Basic Computer Skills
- ❖ MS OFFICE
- ❖ TALLY ERP

**Professional Skills**

- ❖ Fast Learner and Hard Worker
- ❖ Collaboration and team work
- ❖ Productive Meeting Management
- ❖ Honest and Integral with Workers

**Personal Information**

- Nationality : Indian
- Date of Birth : 24/06/1991
- Marital Status : Married
- Languages Known : English, Malayalam, Hindi, Arabic
- Moochikkadan (house), Iringalloor (Post)  
676304 (PIN), Vengara, Malappuram

Date: 20.10.2023