



# Amrubin Chettiyanthodi

## Senior Accountant

Well-qualified Senior Accountant fully versed in accounting standards and optimal controls for long-term financial reporting and management needs. Smoothly coordinates daily operations, closing processes and special accounting projects. Talented trainer and team leader with attention to detail and well-honed judgment.

✉ amrubinct@gmail.com

☎ +966 550517534

📍 Dammam, Saudi Arabia

🌐 [linkedin.com/in/amrubinct](https://www.linkedin.com/in/amrubinct)

## WORK EXPERIENCE

### Senior Accountant Al Hashim Group

12/2019 - Present

Dammam, Saudi Arabia

#### Achievements/Tasks

- Executed tasks related to accounts payable, accounts receivable, financial statement preparation and cash flow analysis.
- Review all accounting entries, sales invoices and purchase vouchers.
- Preparing quarter, yearly financial statement report with disclosures in accordance with requirements from external auditor.
- Payroll processing and wps submission for over 200 employees through bank portal.
- Prepare and raise the VAT return before the submission date to the general authority for Zakat and VAT.
- Guide junior accountants and other staff by answering questions and coordinating informational classes.

### General Accountant Al Karmel Studio

11/2016 - 01/2019

Abu Dhabi, UAE

#### Tasks

- Maintaining daily transactions entry-Scrutiny of Creditors/debtors Ledger.
- Maintaining payroll system and preparing and submitting WPS (Payroll).
- Preparation and submission of Value Added Tax (VAT).
- Preparing monthly accounts report (Bank reconciliation, P&L account, Sales report, sales comparison report, etc.
- Preparing Invoices and Monthly Accounts Receivable Statement (SOA).

## EDUCATION

### ACCA Association of Chartered Certified Accountants

06/2022 - Present

Acca Global (UK)

### Masters of Commerce Annamalai University

07/2013 - 05/2015

Tamil Nadu, India

### Bachelor of Commerce University of Calicut

07/2009 - 09/2012

Kerala, India

## SKILLS

Microsoft Office

Accounts Payable

Accounts Receivable

Bank Reconciliation

Bookkeeping

Inventory Management

Payroll

Internal auditing

VAT

Financial Statements

Cash Management

Data Entry

Leadership

Teamwork

Integrity

Adaptability

## COMPETENCIES

Able to work independently, task oriented and self-motivated.

Possess the passion and the willingness to learn

Flexible and adaptable to manage several task

Positive and dedicated person who complements professional ethics

Open to the challenges of change and learning.

## CERTIFICATES

Certificate of Associate membership at SOCPA  
(03/2020 - 02/2023)

Membership No: 56537

Certificate in Tally from South Malabar Education Group (SMEG) (06/2012)

## LANGUAGES

English



Malayalam



Arabic



Hindi



## INTERESTS

Learning

Mentoring

Social works