

Philip Zachariah

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Objective

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of your company.



Professional Summary

Adaptable, open-minded, analytical accounting personnel with almost 4.5 years of experience eager to join a respectable, customer-focused financial institution as an accountant. Detail-oriented with exceptional organization and communication skills with the drive to exceed expectations on every assignment.



Employment History

1. Accountant, Integrated Freight and Logistics LLC.

Bur Dubai, Dubai, United Arab Emirates - Dec. 2019 – Till date.

- Managing daily petty cash on daily floating balance in excess of AED 30,000 (approximately).
- Managing operational requirements with the relationship bank.
- Perform accounting functions as assigned by the Head Of Accounting.
- Payment follow up with the customers and make sure that they will pay the outstanding amount within their agreed credit terms.
- Cheque preparations for suppliers.
- Reconcile the suppliers account with the companies ledger and will arrange their payment within the agreed credit terms.
- Invoice to the customers as per the agreed quotations given by the customer service team.
- Preparing the daily cash flow requirement for the operational side for the smooth running of the shipment.

RECONCILIATIONS

- Daily bank reconciliations (RAK, ADCB and DIB) to ensure all transactions are captured appropriately.
- Daily reconcile the cash collections and will make sure that the cash is deposited to the company account without any delay.
- Daily reconcile the petty cash report (Main Cash).
- Weekly reconcile the petty cash report for the company staffs (15 accounts)
- Weekly reconcile the CDR (Customs Duty Credit Account) statements.
- Weekly reconcile the DP World statements.
- Weekly reconcile the Calogi account.
- Monthly reconcile the Credit Cards of the companies account (5 credit card).



Languages

Hindi



Tamil



English



Malayalam



Skills

Goal Oriented



Skilled Problem Solver



Quick Learner



Computer Literate



**2. Assistant Accountant, Home Credit India Finance Pvt Ltd.,
Electronic City, Bangalore, Karnataka, India - Dec. 2017 – Sep. 2019**

- Managed Customer accounts and built lasting relationship with Customers
- Initiated comprehensive account assessments to check viability, stability and profitability of business operations
- Prepared account related entries into CRM system
- Set up and improved accounting systems and processes to meet business needs and maximise effectiveness of operations
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions
- Interacted with all necessary partners including vendors, upper management and peers
- Reviewed financial documents to verify accounting data and mathematical accuracy



Education

- **PG Diploma, Logistics & Supply Chain Management** – July 2017 **Global Institute of Integral Management Studies**, Ernakulam, Kerala
- **Bachelor of Commerce** – May 2016
- **Presidency College of Management & Technology**, Alappuzha, Kerala
- **ICSE & ISC (English Medium)** – March 2012 **Bishop Moore School**, Mavelikara, Kerala



Seminars Attended

- **Air Cargo and it's importance - CIAL** (Cochin International Airport Limited) - Kochi
- **Entrepreneurship Awareness Class - GIIMS** (Global Integral Management Studies) – Kochi

PERSONAL DETAILS:

Date of birth : 02/04/1995
Nationality : Indian
Father name : Zachariah Philip
Mother name : Anju Zachariah
Passport No : R5231655

DECLARATION:

I Hereby confirm that the above mentioned informations is true as per my knowledge.

PLACE: Kayamkulam, Alappuzha, Kerala

REGARDS

(PHILIP ZACHARIAH)