Bineesh  [Bineesh.209549@2freemail.com](mailto:Bineesh.209549@2freemail.com)

Objective

**To be associated with an organization that would fully utilize and enhance my acquired experience and work hard towards the welfare of the firm as well as a career growth to myself. Willing to work in the challenging environment to enhance the productivity of the company by building a long career with the organization.**

Academic Record

|  |  |  |
| --- | --- | --- |
| **EXAMINATION** | **INSTITUTE/UNIVERSITY** | **YEAR OF PASSING** |
| **B.COM (DEGREE)** | **Calicut University** | **2000-03** |
| **Certified Professional Accounting TALLY** | **College of Commerce** | **2004-05** |
| **PGDCA (** Post Graduate Diploma In Computer Application**)** | **SITD Govt of Kerala** | **2003-04** |
| **NCFM MODULES (CASH, DERIVATIVES, COMMODITIES AND BSE) CERTIFICATES** | **National Stock Exchange** | **2005-06** |
| **PRE-DEGREE** | **Board of Higher Secondary Examination** | **1995-97** |
| **SSLC** | **Board of Public Examination** | **1994-95** |

Technical Qualifications

* **Type Writing in English** (**Higher** and **Lower**)

Experience Record

* **Accountant**at **East Global Cost** Ruwi Muscat, from 30th November 2012 to 31st May2013.
* **Senior Accountant atShare Khan Ltd** Calicut Kerala,from 4th September 2006 to 4th August 2012.
* **Accounts Assistant at Wings Group ofCompanies Ltd**Calicut Kerala**,** from 12th September 2005 to 1st September 2006.
* **Accountant cum Back Office Assistant**at **ICICI Home Loan Finance Co ltd**, Calicut from 1st August 2004 to 31st July 2005.
* **Data Entry operator** at **Net-Infosys Computer Center**, Quilandy, from 1st May 2003 to 30th April 2004.

Key responsibilities included:

* + **Handling Accounts of the Branches.**
  + **Collection from clients and risk management.**
  + **Coordinating with clients in respect to their positions/financials.**
  + **Co-ordination with franchisees and front desks.**
  + **Ensuring timely pay-in and pay-out of cash & securities from branch/franchisee clients.**
  + **Handling petty cash of the Branch.**
  + **Prepare Day book, Ledger account and Balance Sheet of the company**

Computer Skills

* **Certified Professional Accounting** (excellent exposure in manual accounting, Tally and Peach Tree)
* **Excellent Exposure in MS Office** (Word, Excel, PowerPoint).
* **Proficiency in Languages like C, C++, VB, and ORACLE**
* **Thoroughknowledgein internet and intranet.**

HOBBIES

* **Reading Financial Magazines, Traveling and Listening Songs**

Personal Data

**Date of Birth : 14 JUNE 1979**

**Marital Status : Married**

**Sex : Male**

**Nationality : Indian**

**Language Proficiency : English, Hindi, Malayalam and Tamil.**

Areas of Interest

* **Accounts**
* **Finance**
* **Office Administration**
* **Store Keeper**

Competencies

* **Hardworking**
* **Self-motivated**
* **Urge to learn and grow**

Declaration

**I do certify the above mentioned details are true and correct to the best of my knowledge and ability**.

**Yours Sincerely.**

**Place: DUBAI**

**Date**