Resume

**Binesh**

**Binesh.311578@2freemail.com**

**PERSONAL SUMMARY**

To be a part of progressive organisation and to work with a team for achieving the organisational goal there by developing my skills and gaining satisfaction in all aspects.Now I am looking forward to a making a significant contribution to a Business organisation that offers a genuine opportunity for progression.

**PROFILE SUMMARY**

* Having 3 years of experience in Accounts and Administration.
* Having Experience in Sales and Customer relationship.
* Hold a master degree in Commerce (M-com)
* A quick learner and take initiative to meet and resolve challenges.

**CAREER HISTORY**

**ABC MOTORS (ROYAL ENFIELD)**

**ASSISTANT ACCOUNTANT (From Sept 2013 to Sep-2016)**

**Job profile**

* Handling of accounts on day to day
* Preparing invoices.
* Handling of bank reconciliation.
* Checking the monthly sales income report and correcting the variance
* Preparation of daily collection reports
* Handling petty cash, accounts receivables and payables
* Preparing monthly journal reports
* Liaising with suppliers and buyers

**Additional duties**

* Dealing with various financial auto loans companies.
* Stock checking.
* Motor Insurance policy preparation and Data entry.
* Special responsibilities by the audit department.

**ACADEMIC QUALIFICATIONS**

* M.com (2013-2016)
* B.com (Computer application)-2009-2012
* PLUS TWO ( Commerce) 2007 – 2009
* SSLC 2007

**PROFESSIONAL QUALIFICATION**

* Tally ERP
* Excellon (DMS)& Invoice.
* Peachtree, Daceasy
* Ms word, Ms excel

**PERSONAL STRENGTHS**

* Maintaining positive attitude in the face of changes in work assignments.
* Sense of responsibility
* Ability to keep calm under work pressure
* Ability to motivate subordinates
* Self starter and disciplined.

**HOBBIES**

Yoga,Reading, Playing puzzles and Internet browsing

**PERSONAL INFORMATION**

Date of Birth : 17th May 1992

Nationality : Indian

Languages : English, Hindi, Malayalam

Visa Status : Visit Visa

Marital status : Single

**REFERENCES**

Available on request

Place & Date