**Bindu**

[**Bindu.311934@2freemail.com**](mailto:Bindu.311934@2freemail.com)



**CAREER SUMMARY**

A Successful Chief Accountant with more than 12 years' experience in business development and growth with development of short and long-term financial plans, budgets, and forecasts for companies. Experienced in the daily operations of businesses, along with managing staff to increase productivity and compliance. Instrumental in working with superiors and departments in order to manage financial and accounting procedures.

**HIGHLIGHTS**

Tactical Financial Planning                                Budgeting & Forecasting

Cost Control & Profit Management                   Financial Reporting

Audit Management                                            Leadership & Supervision

Payroll Management & Executive                     Bank Negotiations & Relation

Accounts management using Tally, Quick Book and custom applications designed in oracle ,Peach Tree etc.

**PROFESSIONAL SKILLS**

Detail Oriented

Highly Organized

Analytical Thinking

Leadership Skil

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| Problem Solving Skills |  |
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**-------------------------------PROFESSIONAL EXPERIENCES-----------------------------------------------**

Date : Feb 2015 to till now

Position : Chief Accountant cum Accounts Head

Organization : HNI Management and Administration Training LLC

Reporting to CEO

Date : Oct 2014 to Dec 2014

Position : Accountant *(*Short term contract)

Organization : Shilpi Global (trading company of cables)

Date : Apr 2008 to Mar 2014(6 years)

Position : Senior Accountant Reporting to Finance Director

Organization : Gap Gulf-Arabia Insurance (Insurance Brokers)

Reporting to Finance Director

Date :Dec 2007 to Feb 2008

Position : Temporary Accountant(short term contract)

Organization : Kraft Middle East & South Africa

Date :July 5th 2006 15th July 2007(1 Year)

Position : Accountant, Reporting to Finace Manager

Organization : Home Centre -Land Mark Group (Multi National Company)

Reporting to Finance Manager

. Date : From Jan. 2003 To Sep 2005.(About 3 Years)

Position : Senior Accountant, Reporting to MD

Organization : Adonis Décor ,  Turnkey Interior fit out Contractors

Reporting to MD

Date : Aug 2001 to Dec 2002 (1 & ½ Year)

Position : Accountant cum Office assistant

Organization : Floral Trading ,Sharjah

Reporting to MD

**Major Assignments / Responsibilities as CHIEF ACCOUNANT Cum Accounts Head**

* Over all managing and supervising company’s HR & accounting function up to finalization and ensure timely closing of accounts.
* Establishing chart of accounts, defining accounting policies and procedures.
* Develop and maintain internal control and effective accounting system and policies for the set up.
* Confirms financial status through effective cash management by monitoring revenue and expenses, coordinating the collection, planning the payment, evaluation of financial data, preparing special management reports, monitoring aging report.
* Reviewing all accounting entries including payment voucher, invoices, provision schedules and journal entries.
* Daily review of working capital utilization and cash flow management.
* Prepare and review detailed budgets, expenditure and any variations from budgets.
* Annual, monthly and project budgeting to control or reduce costs and maximize profit generation.
* Establish and maintain system for cost sensitivity analysis and early warning cost over run.
* Prepare projected profit and loss account.
* Reconciliation of GL accounts.
* Preparing MIS Reports , cash flow , project wise profit report and Business tracking report etc .
* Provide training to new and existing staff as needed.
* Maintaining asset register for proper location of asset and computing.
* End to end processing of company’s payroll(s) through WPS system.
* Analysis of Sales , Financial statement.
* Meets accounting financial objectives by forecasting requirements, preparing an annual budget, analyzing variances , initiating corrective actions.
* Handling internal and external Audit till finalization.

**HR**

* Calculating and managing payroll activities as per set service standards.
* Monitor leave management pertaining to payroll and annual leaves.
* Entry and follow-up of employees’ deductions, loans, additions, commissions, unpaid leaves.
* Maintaining and updated employee grading sheet.
* Detailed reporting regarding staff costs per business unit.
* Documenting all new recruitment / resignation details.
* Computing gratuity/end of service benefits.
* Resolving any queries or issues related to payroll.
* Passing entry for salary and Reconciliation of payroll related general ledger accounts.
* Termination and redundancy calculations as required.

**Major Assignments / Responsibilities as SENIOR ACCOUNTANT**

* Responsible for all general ledger work, Petty cash, Intercompany Ac, Reconciliations, Analysis Reports, Financial statements,, Fixed asset register, Auditing schedules , verification of Jvs & month end closing works.
* Supervise accounts receivable / accounts payable / petty cash for the smooth functioning.
* Assistance for invoice discrepancies and vendor invoice settlements in accounts payable /Receivable.
* Reconciliation of Supplier Accounts, Accounts Payable, Customer Accounts, Accounts Receivable.
* Maintain aging analysis of insurance & extended warranty receivables for regular follow up of the payment.
* Ageing analysis of claims & other payables, on a regular basis to avoid any delays in supplier payment
* Maintain provision for EOS of each employee.
* Report cash operations activities daily to the management.
* Prepare cash flow of extended warranty for the management to review the status of the fund.
* Reconciliation of Bank statements for multiple accounts for different currencies.
* Maintenance and recording of the Fixed Assets Register
* Responsible for intercompany account and reconciliation
* Review of general ledger accounts for month closing.
* Preparing comparative statements of sales(actual & budget) periodically
* Responsible for all general ledger work including review all financial entries ,month end close, and financial statement preparation
* Prepared and presented monthly financial statements and held responsible for including balance sheet, profit & loss account ,MIS reports.
* Analyze financial information and prepares the reports for the management review
* Participate in and help manage the annual budgeting process which includes the preparation of detailed income and expense budgets
* Preparing schedules for the Audit and Coordinate with the auditors for year-end/ interim audits.

**Major Assignments / Responsibilities as ACCOUNTANT**

* Receiving, verifying and posting supplier invoices in ERP system to appropriate accounting ledgers with speed and accuracy.
* Auditing supplier invoices against purchase order and deliveries
* Reconciliation of Supplier Accounts, Accounts Payable and bank Account.
* Reconciliation of intercompany Accounts.
* Maintain Payable aging analysis on a regular basis to avoid any delays in supplier payment.
* Obtain all suppliers balance confirmation monthly.
* Prepare and posting of provision for goods received not invoiced.
* Preparation of Expense Analysis reports & cost controlling based on the report
* Providing annual payment forecast for funds arrangement.
* Maintaining Annual Contracts for Suppliers.
* Negotiating with Suppliers in terms of price for cost control.
* Petty cash handling cash float AED 100,000 to AED 125,000.
* Preparation of Reports as per Management request.
* All other general Accounting duties as assigned.

**-----------------------------PROFESSIONAL QUALIFICATIONS------------------------------------------**

Have good knowledge of Windows, DOS, Unix, and Microsoft Office.

Programming in FoxPro, C, Visual Basic, Cobol and also knowledge of Oracle and Basic.

Application software like Word, Excel, and Power point.

Accounting packages – Tally , Peach Tree, Quick Books ,Dolphin & ERP- Oracle Financial (APPS&SAP)

------------------------- **EDUCATIONAL QUALIFICATONS---------------------------------------------**

MBA in Finance completed (waiting for result)

Graduate – Bachelor of Commerce - Kerala University

Higher Diploma in Co-operation ( Banking ) – Kerala University

Post Graduate Diploma in Computer Application & Science. - I.H.R.D.E.