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|  | **BINNY, MBA****Dubai, UAE****T: +** **Whatsapp +971504753686 / +919979971283****E:** binny.375955@2freemail.com *(Immediate Availability with transferable visa)* |

**ADMIN CUM ACCOUNTS ASSISTANT**

03+ Years experience in Admin cum Accounts Assistant professional from both Gulf & India, gained within a number of sectors mostly General Trading, Hypermarkets, Travel and Tourism industry. A high degree of market awareness achieved through increased research, analysis and business network. Proven ability to deliver to the highest standards with a meticulous attention to detail and within agrees deadlines.

**AREAS OF INTEREST**

* Finance
* Marketing
* Office Administration
* Procurement

**PROFESSIONAL WORK EXPERIENCE**

## Admin Cum Accounts Assistant at JALEEL Holdings LLC, DUBAi

## January 2016 – TO DATE

* Manage day to day operations of the accounts department
* Manage accounts payable (bill payments, salaries, petty cash etc.) and receivable through cash / cheque / voucher in a timely manner
* Establish and maintain fiscal files and records to document transactions
* Maintain and reconcile cash / financial accounts
* Maintain spreadsheets for monitoring and analyzing accounting data and prepare financial reports
* Prepare table of accounts, assign entries to proper accounts to ensure proper   accounting methods, principles and policies are being followed
* Complete and coordinate annual audits and provide recommendations for improving procedures and systems for initiating corrective actions
* Allocate cash to different departments / divisions and ensure that the direct staff complies with it
* Supervise customer billing services to ensure complaints and issues are resolved.
* Coordinate with sales and operations personnel to analyze pending bills and resolve issues.
* Educate non-billing personnel on process enhancement in sales for billing accuracy.
* Provide product samples to persuade people to buy products.
* Update and set the price as per customer requirement
* Preparing quotations as per customer requirement
* Collaborate with finance and sales professionals to maintain accounts receivable
* Compile and process information such as prices, discounts, shipping rates etc.
* Ensure customers are billed correctly for services offered
* Issue invoices and distribute them electronically or by mail
* Communicate with customers to answer questions
* Sending request to concerned department to create and extend new article
* Updating delivery reports, sorting cash & credit invoices, creating new PO’s etc.
* Sending daily sales report to concerned department
* Sending mail to customers regarding their account creation & confirmation
* Preparing GRN & GRV documents
* Sending request to accounts department to release the sales orders
* **OFFICE ASSSITANT CUM ACCOUNTANT – BIG FOUR HYPERMARKET, UAE**

**JAN 2015- DEC 2015**

* To greet the customers entering into organization
* Handling all the cash transaction of an organization
* Receive payment by cash, cheque, credit card etc.
* Checking daily cash accounts
* Guiding and solving queries of customer
* Providing training and assistance to newly joined cashier
* Maintaining monthly, weekly and daily report of transactions.

## ADMIN ASSISTANT CUM ACCOUNTANT – TRAVEL WONDOWS, KERALA, INDIA

**MAY 2013 – DEC 2014**

* Review and process routine accounting data for revenue and expenditures
* Analyze, reconcile, balance and maintain accounting records
* Respond to queries by telephone or in writing
* Review purchasing, petty cash and personal claims
* Maintain listing of accounts payables
* Maintain files and documents up-to-date
* Print and distribute monthly financial reports
* Perform miscellaneous job-related duties as assign
* Assists office staff in maintaining files and databases
* Prepares reports, proposals and correspondence
* Assigns jobs and duties to office staff as needed
* Monitors office operations
* Schedules appointments and meetings
* Pay all invoices to be paid by cash
* Collect cash from customers or others if payment is by cash
* Cash supply from the bank or from other sources
* Maintaining monthly, weekly and daily report of transactions.

**ACADEMIC QUALIFICATION**

* 2011 -2013 **MBA (FINANCE & MARKETING)**, UNIVERSITY OF KERALA, INDIA
* 2008-2011 **BBA**. UNIVERSITY OF KERALA, INDIA

**PROJECTS AND CO CURRICULAR ACTIVITIES**

* A project on **“Influence of brand name on consumer buying behavior”** at Periyar Rice, Kalady, Kerala, India
* A Project on **“Impact of training on employee performance”** at Gandhi Smaraka Grama Seva Kendram, Alappuzha, India

**KNOWLEDGE AND SKILLS**

* Acquired good knowledge in Accounting, Finance, Office Management
* Proactive with outstanding communication & presentation Skills.
* Leading & dealing effectively with people at all levels.
* Ability to work own initiative and as part of a team.
* Ability to effectively handle multi-tasks and meet deadlines.
* Active team player.
* Ability to learn quickly and adapt to changing environments.
* Good time management and organizational skills

**SOFTWARE PROFICIENCY**

* **SAP**
* BI Analyzer
* VISAAC
* Tally ERP 9
* Microsoft Office (MS Excel, word, power Point, Visio), Internet, Email
* Operating System- Win 98, Win XP, Windows 7, Windows 8.

**LANGUAGE SKILLS**

* Advance Level Communications in English, Hindi, Malayalam & Tamil

**PERSONNEL PROFILE**

Age & DOB : 27, 04 Sep 1990

Gender : Female

Marital Status : Single

Nationality : Indian

**DECLARATION**

I do hereby declare that, all the details furnished above are true to the best of my knowledge and belief.

Dubai Binny