|  |  |
| --- | --- |
| **BINU**  **E-mail:**  [Binu-397189@gulfjobseeker.com](mailto:Binu-397189@gulfjobseeker.com)  **Personal Data:**  Date of Birth:05/05/1987  Age: 33  Sex: Male  Nationality: Indian  Religion : Hindu  Marital Status: Married  **Passport Details:**  Date of Issue: 27/04/2017  Date of Expiry: 26/04/2027  Place of Issue: Qatar | CURRICULAM VITAE  Career Objective  Goal directed, result-oriented professional with a strong work experience. Skilled communicator, Persuasive and adaptable. Self-motivated with high energy, initiative and focus. Professional, personable and articulate in presentation. Able to work in any situation with any kind of pressure. Exceptional with an experience of computer knowledge in MS Word, Excel and Internet Explorer.  SummaryProfessional Qualifications  **ACCOUNTANT**   * Well-experienced in **Financial Accounting.** * P G in **M.com E- Commerce.** * Proficient in **MS Office Word, Power Point, Advance MS Excel.** * Expert user of various accounting system such as **TallyERP, Cosmic ERP&,Microsoft AX Dynamics 2012, Peachtree.**   Areas of Expertise   * Ledger Accounts * Invoices & Payments * Bank Reconciliation * Suppliers/Customers Accounts Reconciliation * Daily, Weekly & Monthly Reports * Monthly Cash & Cost Analysis * Inventory Stocktaking team player * Handling Petty Cash * Customer Relations * Payroll (WPS) * VAT/GST (India) * Payments to Suppliers * Inventory * Monthly Trial Balance * Monthly Profit & Loss Account * Balance Sheet * Reporting   Educational Qualifications   * + - M.Com E-Commerce From Kerala University   : 56% Marks ( 2007-2009 )     * + - B.Com Computer Application From Kerala University   : 56% Marks ( 2004-2007 )  Computer Knowledge   * + - DCFM ( Diploma in Computerized Financial Management )     - Tally 9 ERP     - COSMIC ERP     - Microsoft AX Dynamics 2012     - MS Office (Word, Excel, PowerPoint) |

|  |  |
| --- | --- |
|  | Professional Experience (in GCC)  **Mar’2012 to Jun’2017 HYPERMARKET in Doha, Qatar**  **ACCOUNTANT**  **Job Responsibilities**  **Skills/Qualifications:** **:** Organization, Accounting, Data Entry Skills, Financial Software, Analyzing Information, Attention to Detail, Thoroughness, Reporting Research Results, Excellent verbal and written communication skills are also required.   * Directly reporting to the Chief Accountant. * Receiving all collections cash/cheque from (5) different Divisions on a daily basis. * Preparation of Daily Collection Report with attached daily deposit slips and receipts * Make daily bank entries relating to collections being deposited * Prepare outstanding invoices and or pending cash collection report for all divisions and ensuring that this is matching with its specific ledger account. * Year end and monthly end reports to be executed on ERP Software. * Reconciliation of Companiespayable and receivables account. * Daily collection reporting through ensuring the accuracy and completeness of all the received collections and duly deposited by the next working day. * Entering and posting of JV and CRV related to the daily collection. * Posts customer payments by recording cash and cheque transactions * Assist internal and external auditing * Bank Reconciliation * Handling Petty cash * Maintaining Asset Schedule * Other Income Calcutation (Monthly Basis As per Supplier Agreement) * Support month-end and year-end close process * Preparation of Balance Sheet, Profit & Loss Account, Trial Balance, Expense Statement.   Professional Experience (in India)  **From Jun’2017 – Feb’2019**  **ACCOUNTANT**  **Job Responsibilities**   * Responsible for the accounting operations of the company. * Preparation of all monthly financial reports * Manage company and project cash flow * Verifying, allocating, posting and reconciling accounts payable and receivable * Producing error-free accounting reports and present their results * Analyzing financial information and summarizing financial status * Verify, allocate, post and reconcile accounts payable and receivable * Produce error-free accounting reports and present their results * Spot errors and suggest ways to improve efficiency and spending * Manage accounting assistants and accounts clerk * Prepare financial statements and produce budget according to schedule * Direct internal and external audits to ensure compliance * Support month-end and year-end close process * Develop and document business processes and accounting policies to maintain and strengthen internal controls   **Feb’2010 to Feb’2012 “SafanaCosmetics& Perfumes (P) Ltd” (A Division of Hercules Group of Companies,Trivandrum, Kerala, India.**  **Assi. ACCOUNTANT**  **Job Responsibilities**   * Maintained Day book, Sales, Purchases & Stock Register. * Preparing Bank Reconciliation Statement. * Reporting to Accounts Manager. * Preparing and Maintenance Accounting Records. * Verification of All Type of Vouchers. * Verifying the sales report, Bank Book and Cash Book. * Prepare Spread Sheet Financial Report in Microsoft Excel. * Maintaining Accounts Receivable, Payables, Cash Book, Bank Book, Petty Cash, Sales & Purchase Invoices in Tally.9ERP and all accounting documentation and general office administration tasks.   Academic Project  Title : Asianet Cable Vision ( ACV )  Duration : 3 Months  Institution : Asianet Cable Vision Head Office , Trivandrum, Kerala  Guide : BIJURAJ M.com  (Lecture in Commerce Dept, SSV College, Nagaroor, Trivandrum, Kerala)  Languages Known   * + Read & Write : English, Malayalam   + Speak : English, Hindi, Tamil, & Malayalam   Declaration  I hereby declare that all the above furnished details and particulars are true to the best of my knowledge and belief.  I am also confident of my ability to work in a team. And can support by relevant documents as when required.  **Binu**  Place: Sharjah, UAE |