

BINCY BABY

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OBJECTIVE

To be part of a dynamic and progressive organization, that offers challenging working environment where one can utilize energies and competences in a positive direction and contribute towards overall objectives of the organization.

EXPERIENCE

UNIVERSAL SOIL TESTING LABORATORY

(CONSTRUCTION MATERIAL TESTING LABORATORY): = UAE (SEP 2018- TILL DATE)

ASSISTANT ACCOUNTANT

- Preparing Payroll
- Approving purchase activities.
- Review physical inventories periodically.
- Maintain stock and consumption records.
- Check incoming materials for quality, and quantity against invoices, purchase orders.
- Maintain Complete Systematic Books of Accounts.
- Make clear notes on the receipt of the items against each invoice.
- Preparation of Invoice.
- Perform related duties and responsibilities as assigned.
- Invoice verification and bill wise-allocation.
- Creating and updating of customers master data.
- Petty cash bills verification and reimbursements, making payment vouchers.
- Preparation of credit and cash invoice and payment vouchers.
- Assigning entries to proper accounts.
- Preparing daily reconciliation report for matching inventory and cash.
- Types of reports submitting to the manager

Spring Dale Ladies Hostel, Pathanamthitta – Jan 2011 - Mar 2012

ACCOUNTANT

- Managing all the financial activities of all the branches.
- Preparing Payroll.
- Preparing WPS Salary.
- Approving purchase activities.
- Preparing petty cash.

- Maintain all staff details.
- Reporting all financial activities to top management.
- Making sales invoice, Receipt voucher and Payment voucher.
- Petty cash management.
- Computation and distribution of commission to sales persons.
- Responsible of office administration functions.
- Preparation of sales, stock, purchase reports to the owners and submitting Necessary documents

PERSONAL STRENGTHS

- Ability to work in a multi-cultural environment, and establish harmonious and effective working relationship both within and outside the organization.
- Adaptable, conscientious, ambitious and can acquire new skills quickly.
- Good communication and leadership skills.

ACADEMIC QUALIFICATION

M.G University, Kerala.

Masters of Commerce (Finance Major)

Post- Graduated: May – 2010

Kerala, University,

Bachelor of Commerce (Taxation Law & Practice Major)

Graduated: April 2007

Computer Skills

- Tally
- Microsoft Word, Excel, PowerPoint, Microsoft Access.

LANGUAGE PROFICIENCY

- English Hindi Malayalam

PERSONAL DETAILS

Date of Birth	:	22/05/1987
Passport No.	:	K 6555478
Nationality	:	Indian
Visa status	:	Husband Visa

DECLARATION

I hereby declare that the information furnished above is true, to the best of my knowledge and belief.

Bincy Baby