





## Subindas P B

### Contact

 EK2, Block D-133, Muhaisnah 4,  
Al Qusais

 +971 50 898 5892

 subindas005@gmail.com

### ABOUT ME

Sex : Male  
Nationality : Indian  
Marital Status : Single

### LANGUAGES KNOWN

English  
Hindi  
Malayalam  
Tamil

### PASSPORT DETAILS

Passport No : K 5097427  
Place of Issue : Cochin  
Date of Issue : 18.10.2012  
Date of Expiry : 17.10.2022  
Visa Status : Visit Visa

### Career Objective

Dedicated Administrator and also Accounts Assistant to Work in Professionally Managed Organization, Which Would Provide Me Access to Enhance My Knowledge and Grow with the Organization. I am Well Organized, Dedicated, Self Confident and Highly Motivated Individual who has Deep Insight into Performing Accounts and Administrative Works.

### Academic Qualification

#### Post Graduate - M.Com (Finance)

2014 - 2016 Calicut University, Kerala, India

#### Graduate - B.Com (Finance)

2009 - 2012 Calicut University, Kerala, India

#### Higher Secondary - Commerce

2006 - 2008 Board of Higher Secondary Examination,  
Kerala, India

#### SSLC

2006 Board of Examination, Kerala, India

### Additional Skill

#### Tally ERP 9

#### MS Excel, Word, Powerpoint

#### Wings ERP 9

### Work Experience

#### Company Name : GRAB (Reliance JioMart)

Kerala, India

#### Position : Cashier and Accountant

Duration : 03rd July 2020 - 30th November 2021

#### ROLES & RESPONSIBILITIES

- Performed Verification of Day to Day Cash Transactions, Bank Transaction
- Post and Process Daily Purchase Transactions
- Daily Cash Handling
- Verifying Daily Bank Deposits
- Manages Monthly Bank Reconciliations for Branch Bank Accounts
- Updated Journal Entries and Accounts on Accrual Basis and to Ensure All Business Transactions Are Recorded
- Able to Manage and Handle Operate Multiple Tasks
- Posting Daily Receipts and Payments

- Maintaining Confidential Office Correspondence
- Strong Interpersonal, Analytical and Team Work Skills
- Implementing the Management Decisions
- Maintaining Office Files and Records

## Work Experience

**Company Name : Cheerans Yamaha Auto Agencies, Kerala, India**

**Position : Administrator cum Accounts Assistant**

**Duration : 04th may 2018 - 31st October 2019**

### ROLES & RESPONSIBILITIES

- Providing General Administrative Support To the Operation Leadership Team.
- Diagnosis of Daily Software and Hardware Complaints and Taking Quick Action for Smooth Running.
- Post and Process Journal Entries to Ensure All Business Transactions are Recorded
- Assisting All The Department's
- Posting Daily Receipts & Payments
- Excellent Knowledge in Tally
- Managing Emails, Phone Calls and Messages
- Completing Financial Reports on a Regular Basis and Providing Information to The Finance Team
- Checking and Verifying Daily Stock Reports
- Maintaining Office Files & Records
- Assisting P & L Account Preparation
- Entering Financial Requirements in to Appropriate Software Programme
- Managing Company Ledgers
- Checking and Processing Business Expenses
- Verifying Balances in Account Books and Rectifying Discrepancies
- Verifying Bank Deposit
- Perform Reconciliation
- Assisting the Finance Department and Senior Accounting Staff Members with Various Staffs, Including Preparing Budgets Records and Statements
- All Reports Directly Submit to Managing Director & Auditors
- GST Filing
- E-way bill preparation
- Vehicle Booking From IYM(India Yamaha Motors )

## Key Skills

- Creative, Highly Motivated and Decision Maker to Priorities Work and Meet Deadlines
- Detailed Oriented, Proficient Organizer, Quick Learner
- Demonstrates Loyalty, Honesty and Commitment
- Excellent Communication and Analytical and Teamwork Skills

## Declaration

I Hereby Declare That The Above Furnished Details Are True and Correct to The Best Of My Knowledge and Belief.

Place : Al Qusais

Date :

**SUBINDAS P B**