

CURRICULUM VITAE

Binoj Thomas

Finance & Accounting Professional

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Objective:

To enhance a career in the field of Finance & Accounting, where I can contribute with my education, knowledge, skills and experience towards the Organization's goal.

Educational Qualification:

<i>Qualification</i>	<i>University</i>	<i>Year of Passing</i>
M.com	University of Kerala	2001

Career Highlights:

- ▶ Able to independently manage full spectrum of accounting activities and financial reporting system.
- ▶ Able to work in most of the accounting packages and confident to work in any finance or accounting software's.
- ▶ Prepare and analyze of Finalization of accounts, review of Profit/Loss account and Balance sheet.
- ▶ Knowledge of Bahrain VAT laws.
- ▶ Preparation of cash flow & fund flow statements.
- ▶ Co-ordinate with Auditors to complete the audit work.

Professional Experiences:

1. Presently working as **Accountant in Ali Yousif Alireza Holding Group** from 22.11.2014 onwards.
 - ▶ Review payable for all divisions and process the payment.
 - ▶ Monitoring Bank balance and arrangement of fund in banks.
 - ▶ Preparation of Payroll and upload in bank system.
 - ▶ Passing accruals, prepaid & all monthly closing entries.
 - ▶ Computation of leave pay, indemnity of all employees.
 - ▶ Calculate provision for leave pay, indemnity, travel & depreciation on monthly basis.

2. As **Senior Accountant in BIE Group of Companies** (BIE Trading Company, Sahar Restaurant, Bahrain India Electricals & Bahrain India Construction), Um al Hassam, Bahrain from 01.06.2011 to 20.11.2014.

- ▶ Responsible for day to day finance and accounting operations.
- ▶ Supervising accounts receivable & payable with age wise analysis.
- ▶ Prepare monthly bank & intercompany reconciliation and journal entries.
- ▶ Verification of stock every month.
- ▶ Verification of Purchase, Sales and Petty cash.
- ▶ Assist in auditing activities by providing necessary information and - preparing requested documentations.
- ▶ Prepare & review payrolls & employee benefits from time to time.
- ▶ Generate financial reports and statements to Managers for overview.

3. As **Accountant in Hejair Group of Companies**, Manama, Bahrain. (from March' 2005 to May' 2011).

- ▶ Preparation of invoice, vouchers, quotation, agreement, letters etc.
- ▶ Preparation of monthly salary sheet.
- ▶ Renewal of all staff visa at the proper time.
- ▶ Renewal of insurance and registration for all vehicles.
- ▶ Handling petty cash.
- ▶ Preparing site wise expense report.
- ▶ Preparing monthly sales report.
- ▶ Handling bank related issues and correspondence with the banks.

4. As **Accountant in Christos Marthoma School**, Chathannoor, Kerala. (from September' 2003 to March' 2004).

- ▶ Prepare receipt voucher of collecting fee and other donations.
- ▶ Preparation of salary sheet.
- ▶ Depositing everyday collections to the account.
- ▶ Reporting to the Manager every week regarding financial position.

5. As **Office Assistant in Muthoot Bank**, Pallickal, Trivandrum, Kerala. (from August' 2002 to August' 2003).

- ▶ Giving cash as loan by collecting gold as pledge.
- ▶ Fund transfer from one branch to another branch.
- ▶ Preparation of monthly reports.
- ▶ Handling western union money transfer and vehicle loans.
- ▶ To send daily report to H.O.

6. As **Accountant in Thumbasery Combines**, Kollam, Kerala. (from May' 2001 to July' 2002).

- ▶ Selling furniture items on cash/cheque and installment basis.
- ▶ Preparation of sales report.
- ▶ Preparation of monthly income and expenditure statement.
- ▶ Reporting to Manager regarding daily sales and expense.
- ▶ All other duties assigned by Manager.

IT Skills:

- ▶ Experience in Tally ERP.
- ▶ Experience in Diamond Software.
- ▶ Familiar with Peachtree Software.
- ▶ M.S.Office.

Hobbies & Interests:

- ▶ Playing Chess.
- ▶ Playing Badminton.
- ▶ Listening music.
- ▶ Jogging.

Personal details:

Nationality : Indian
Date of birth : 28.05.1978
Marital status : Married
Driving license : Valid till 11.02.2022 (Bahrain).
Languages known : English, Hindi & Malayalam.

Passport Details:

Passport No. : K0790707
Place of issue : Bahrain
Date of expiry : 04.03.2022

Reference:

Available upon request.

Declaration

I hereby declare that all the statements made in this CV are true, correct and complete to the best of my knowledge and belief.

Place :
Date :

BINOJ THOMAS