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Gudaibiya, Bahrain

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BINSHA M B

PROFESSIONAL SUMMARY

Accountant with **over 3 years** of work experience (**2' Years Bahrain** work experience). Demonstrated expertise in day to day voucher entries, Accounts Payable, Accounts Receivable, Stock Management & Accounts Finalization. Proficient with SAP, Tally ERP-9 & MS Office Suite

OBJECTIVE

To work in a healthy, innovative and challenging environment extracting the best out of me, which is conducive to learn and grow at professional as well as personal level thereby directing my future endeavors as an asset to the organization.

EXPERIENCE

ACCOUNTANT

HASSOUN GULF ELECTRONICS EST.

From 08-10-2018 To 30-06-2020

Job Responsibilities:

- Preparation and finalization of accounts.
- Maintain transaction process on daily basis.
- Preparation of payroll and salary processing.
- VAT Returns submission.
- Reconciling Bank statement.
- Payment follow up (By email and telephonic communication)
- Monthly LMRA & Gosi payments (Including employee visa renewal etc.) and Tamkeen works.
- Maintaining all books of accounts up to finalization.
- Preparation of vouchers
(sales invoices, receipt vouchers ,payment vouchers, include cash and cheque).
- Maintaining petty cash transactions and prepare books of accounts.
- Conducting year end stock verification and submitting stock report.
- Quick respond to inquiries via phone/mail from customers, maintaining and enhancing good relationship with bank and customers.
- Venders payment release on time.
- Cross check invoice with vender's contract price.
- Daily sales report preparation and sales target & commission calculation.
- Preparing employee settlements.

- Shipments follow up and tracking.
- Taking freight quotes for imports and exports and coordinating shipments till end with proper communication with shipping companies by email and phone calls.
- Coordinating shipment clearance and provides support for documentations.

ACCOUNTANT/OFFICE ADMINISTRATOR

ACCOUNTANTS SERVICE SOCIETY

From 01-04-2017 to 30-08-2018.

Job Responsibilities:

- Preparation of monthly financial reports and payroll.
- Reconcile Bank statements.
- Preparation of payroll (by adjusting loans,ESI,PF etc)
- Payment follow up.
- Preparation of vouchers
(Receipt vouchers, payment vouchers)
- Handling of petty cash.
- Book keeping and filing.
- VAT return submission.
- Voucher making and Journal entries.

EDUCATION

Year	Course	Marks	Institution	Board/University
2017	Diploma	completed	Co-operate accounting with SAP-FICO Business One.	
2017	B.Sc.Mathematics	78%	S N collage Natika	Calicut University
2014	Plus two	90%	S N M HSS Moothakunnam	Kerala state board
2012	SSLC	97%	St Anne's HSS kottapuram	Kerala state board

COMPUTER SKILL

- Ability to work extensively on SAP and Tally ERP-9 in all aspects
including day to day voucher, Journal entries, accounts receivable and
Payable etc.
- Proficiency in Various Accounting packages including Peach Tree, Quick Book, Wings and ERO
- Microsoft Office Suit (Excel, Power point, Word, Outlook)

LANGUAGES

- **Languages Written:** English , Hindi and Malayalam
- **Languages Spoken:** English, Tamil, Hindi and Malayalam.

PERSONAL INFOMATION

Citizenship	:	Indian
Sex	:	Female
Marital Status	:	Single
Date of Birth	:	23/10/1996 (23years)
CPR No.	:	961028025
Passport No.	:	R9743651

REFERENCES

SAJO KURIAN
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Chief Accountant
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