

CURRICULAM VITAE OF BINEESH.MP



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Ambroli Thazhakkuniyil (House),

Varikkoli (Po), Kallachi (Via)

Kozhikode-673506

Kerala, India. (Resi: 04962551124)

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- **Email:** binsh1984@gmail.com, bnsh1984@yahoo.com

Over view	:	Total experience - 5 years in the Accounts field, as in Construction company, travels of vehicle, Rubian Super Trading centre and professional accounting course.
6 month	:	Professional Accounting Course.
2 years	:	Rubian Super Super Trading Centre, Kallachi, Kozhikode, Kerala.
1 years	:	M.G.S.Travels in Cochi, Kerala.
2 year	:	T.C.One Builders&Realtors pvt Ltd, Kozhikode, kerala.

- ❖ **M.Com**.....(Doing as a distance education from Madurai university)
- ❖ **B.Com**Passed with second class from calicut university-2005
- ❖ **Higher Secondary (Commerce)**...from Board of Kerala(2002)
- ❖ **S.S.L.C**.....General education department of kerala..2000

COMPUTER LITERACY

- ❖ Knowledge of MS Word, MS Excel.
- ❖ Completed a course in Tally.
- ❖ Completed a course in Peachtree.
- ❖ Knowledge in Photoshop.
- ❖ Knowledge in Auto cad & Internet

WORK EXPERIENCE

November 2008 to May-2010 :- Working as a “**Chief Accountant**” in a construction company (TC-One Builders&Realtors Pvt Ltd) at Calicut, Kerala,India.....

Duties include

This involved day to day administration work of office, communication with site Office about every day site activities and materials with contractor, consultant and various department of the company to ensure smooth running of the project.

- Preparation of progress reports, material submission to site.
- Arrange review meeting with contractors.
- Attend the meeting of the company.
- Price checking of materials and order to dealers with bottom price.
- Independent handing of cash related transaction.
- Submit the work order on the basis of quotation.

Financial Accounting Activities

- Establish and monitor the implementation and maintenance of accounting control procedures.
- Compile and analyze financial information to prepare financial statements including monthly and annual accounts.
- Ensure accurate and appropriate recording and analysis of revenue and expenses.
- Financial audit preparation and coordinate the audit process.
- Collection of debtors and payments to creditors.
- Bank reconciliation and cash flow preparation.
- Intercompany reconciliations and Preparation of Payroll
- On-time P&L and other reporting
- Review of all daily, weekly and monthly reports, forecasts, latest estimates and reporting binders.
- Independent handling of cash related transaction.
- Additional duties of operation related matters
- Preparation of all taxes of company (VAT, TDS, Income tax etc.....)
- Preparation of stock summary and balance sheet, income & expenditure account.

June-2008 to October-2008:- Working as a “**Junior Accountant**” in a Vehicle of Travels (M.G.S.Travels) at Kochi, Kerala, India.....

Accounting Duties include

- ❖ Maintenance of complete Books of Accounts.

- ❖ Preparation of Payroll.
- ❖ Preparation of cash flow statements and fund flow.
- ❖ Preparation of schedules for payments to client.
- ❖ Day to Day Accounts.
- ❖ Duties included posting journal entries, maintaining ledger accounts, producing financial reports, Bank Reconciliation Statement preparation.
- ❖ Preparation of all taxes such as income tax and service tax etc...
- ❖ Independent handling of cash related transaction.

July-2006 to April-2008:– Working as an “**Accounts Assistant**” in an “Rubian Super Trading centre” at Kallachi, Kozhikode, Kerala, India.

Accounting Activities

- ❖ Duties included posting journal entries, maintaining ledger accounts, producing financial reports,
- ❖ Preparation of taxes such as sales tax.
- ❖ Preparation of stock summary and balance sheet, Profit & Loss account.
- ❖ Bank Reconciliation Statement.
- ❖ Audit work and finalized work trading firm.
- ❖ Bank reconciliation and cash flow preparation
- ❖ Financial audit preparation and coordinate the audit process.

October-2005 to June-2006:- Practicing as a “**Professional Accountant course**” at College of commerce in Vatakara, kozhikode, and Kerala, India...

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- ❖ Practicing included posting journal entries, maintaining ledger accounts, producing financial reports, Bank Reconciliation Statement preparation.
 - ❖ Practicing of taxes such as income tax, sales tax and service tax etc...
 - ❖ Preparation of stock summary and balance sheet, income & expenditure account.

PERSONAL DETAILS

Nationality	: Indian
Date of Birth	: 24-April-1984
Marital Status	: Single
Sex	: Male
Languages known	: English, Malayalam
Passport Number	: F.2702177
Date of issue	: 1 st March-2005
Date of expiry	: 28-February-2015
Place of issue	: Kozhikode

Place: Vatakara

Date : 24-Sept-2010

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