



G.BINILKUMAR

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Respected Sir,

I am seeking a Suitable Position in your Esteemed Organization in the **Accounts Cadre**. I am enclosing my resume as a first step in exploring the possibilities of my employment with your organization. I have **17 years** of Gulf experience.

You may observe from my resume that I have discharged my responsibilities successfully in the various levels of functioning in the previous and present organization and getting things done the entire satisfaction of my Employers. I am also having the necessary qualities for taking on the decision on the guidelines given by my Superiors.

Because of my sound and varied experiences in the past, you will find me really capable with creative abilities and analytical skill, which will facilitate for optimum performance to make your choice right and successful one. In the light of the above facts, I am confident that my application for the above post will be considered favorably.

Expecting the information of my selection from you and thank you for your consideration.

Yours Sincerely,

G.Binilkumar

Career Progression:

Accountant

March 2004 – April 2018

AMB Building Contracting Company LLC, (AMBB) Dubai, United Arab Emirates.

Job Responsibilities:

Financial Reporting

- Entering & reconciliation VAT Entries.
- Preparation of monthly journal entries in a timely and accurate manner.
- Reconcile Balance Sheet accounts and inter-company balances.
- Perform complex monthly reconciliations of general ledger accounts.
- Calculate and post prepayments/accruals.
- Maintain fixed asset register and post monthly depreciation transactions.
- Handle interim and yearend audit with external auditors.
- Assist to Finance Manager for Accounts closing in Month/Quarter/Year End.

Bank & Cash

- Prepare of LC Applications (Local & International)
- Bank reconciliation
- Accounting of daily bank transactions.
- Maintain Petty Cash & Reconciliation in every Month.

Accounts payable/ Purchasing

- Review all suppliers' invoices, ensuring compliance with applicable policies and procedures.
- Ensure all the received invoices are authorized for payment as per the procedure and related supporting documents are correct as well as complete.
- Check that services/materials have been properly received in the system in good condition before processing any invoice for payment.
- Check and book accruals from PO/AP modules.
- Book all the creditors' invoices through the system after attaching relevant LPO, agreement/contract, and other supporting documents.
- Ensure all the costs are allocated properly to the respective Cost Centers through the pre-determined list of cost centers.
- Ensure all the Accounts Payable transactions are properly accounted for, by selecting the appropriate ledger accounts (Expense, Inter-company, Prepayment, Advance, and Accrual).
- Ensure all of the details of invoices are captured fully as well as properly in the system.
- Stamp all booked invoices and note down the reference clearly.
- Perform suppliers accounts reconciliation as and when assigned.
- Review the invoice tracking sheet on monthly basis to identify any required accrual and report on the same.
- Follow the accounts payable monthly closing check list ensuring proper and timely accounts payables monthly closing process/ procedures.
- Liaison with other departments on regular basis to get relevant information.
- Any other task given by the manager on time to time basis.

Accounts receivable/ Invoicing/ Sales:

- Preparation of Client Invoices in on a monthly basis, maintaining unique and proper serial control on the invoicing.
- Maintain an updated list of Outstanding Receivable and follow up past due invoices through calls, emails or personal visits.
- Prepare monthly reconciliation of AR and generate report for Management.
- Accomplish accounting and organization by completing related results as needed.

Staff & Labor salary process:

- Monitoring of expenses claims and leaves for employees (Leave Pay & EOS).
- Liaise with HR department for preparation of the payroll for the staff & Labor.
- Pay slips processing.
- WPS processing.
- Monthly payroll booking and reconciliation.
- Update & Maintain Employment cost Sheet.
- Assisting on extensive external audit.
- Knowledge of UAE labor laws.

Others:

- Set up of new ledgers on the ERP.
- Any other tasks requested by Accounts / Finance Manager.

Assistant Accountant

March 2000 – Dec 2003

Middle East Telecommunications Company LLC, Dubai, United Arab Emirates.

Job Responsibilities:

- Process of Staff Salaries & Expenses.
- Handling petty cash.
- Processing utility payments (Etisalat / DU, DEWA & EPPCO).

Qualifications & Education

- Pursuing in CMA @ Genesis Institute in Dubai.
- Bachelor Degree in Commerce – April 1998 (University of Kerala).
- Accounting Software: Microsoft Dynamics AX, BaaN, Build smart (ERP) & MS Dos (FoxPro).

IT Proficiency

- Diploma in Information in System Management (DISM) from Aptech Computer Centre, India.
- Diploma in Computer Application in Institute of Information Technology, Kerala.
- Computer Hardware maintenance & Networking in Institute of information Technology, Kerala.

Additional Qualification

- Diploma in Travel & Tourism management (IATA)
- Computerized Ticketing System (Galileo System)

Strengths

- Young, dynamic and enthusiastic
- Sound academic and computer knowledge
- Able to speak in English, Hindi & Malayalam

Personal details

Nationality	:	Indian
Date of Birth	:	22.01.1977
Marital Status	:	Married
Visa Status	:	Residence Visa (Transferable)
Driving License	:	Valid a UAE License (Light Vehicle)