

BINU K R

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Executive Summary

Decisive, result oriented and focused professional executive offering 20 years of experience in the Accounts of construction industry as an Accountant with prestigious organization in UAE for more than 17 years and India (Kochi) for 3 years.

Work experience in handling the accounts in a wide variety of information in an automated office environment. Conversant with the latest developments in a computer oriented documentation and management Driven by new challenges and desire to be successful in all endeavors. Excellent interpersonal skills, ability to work well with others as a team, Strong organizational skills. Ability to develop internal and external professional relationships.

Worked as an Accountant with prestigious organization, Engineer's Office – the office of His Highness Sheikh Mohammed Bin Rashid Al Maktoum, Dubai, UAE - for more than 12.5 years. Worked for HVAC & MEP Electromechanical Company Laurel LLC for 9 years.

Working knowledge of SAP, an ERP system FICO module.
Working knowledge of Tally ERP9.

Having valid Indian & U.A.E Driving Licence (Light vehicle)

Academic Qualifications Summary

Annamalai University - Master of Business Administration (Financial Mgt)
The Institute of Chartered Accountants of India - CA (Inter) Gr-1
The Institute of Chartered Accountants of India – Article ship
MG University - Graduation Degree of Bachelors of Science
IGNOU University - Diploma in Financial Accounting
Lakhotia Computer Centre

Experience

Presently worked as an Senior Accountant, HR & Admin in Laurel LLC, Dubai who are into HVAC & MEP work since Dec 2010 to Mar 2021.

Duties and Responsibilities,

- Working knowledge in Tally ERP9.
- To prepare and enter the payment vouchers in Tally
- To ensure timely payment of government dues

- Timely payment to vendors as per their agreements
- Prepare Cashflows, Revenue reconciliations, budgets etc on a monthly basis for forecasts
- Reconcile financial discrepancies /vendor statements/ customer accounts by collecting and analyzing account information
- Summarize current financial status by collecting information; preparing a balance sheet, profit and loss statement and other reports
- Maintain accounting controls by preparing and recommending policies and procedures
- Recording and Updating the attendance portal for the Lop details,
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- To prepare the workings for filing of Quarterly VAT return.
- To ensure timely filing of the return and payment of tax due.
- Secure financial information by completing database backups
- Review and reimburse expense claims of employees as per company policy
- Updating the employee records
- Handling general Accounts & Administration work, Experience in HR related works and Material Purchase & liaison with vendors, Stock Control & stock Reconciliation
- Payment Certificates received from the Dept. to be checked for the accuracy and liaison with supplier and payment to be done. Accurate and timely Processing of Vendors Invoices
- Handling the Petty cash.
- Preparing the Bank Reconciliation and Liaison with the bank for related matters.
- Preparing comparison statements from quotes received in certain cases.
- Preparing periodical labour allocation summaries.
- Preparing various reports for the management.
- Develop quality control documentation for the department.

From Mar'98 to Oct 2010 (12.5 years) as an Accountant in Engineer's Office - of His Highness Sheikh Mohammed Bin Rashid Al Maktoum, Dubai, a semi-government organization who are into construction and maintenance of VIP properties in Dubai, UAE.

Duties and Responsibilities include, (9.5years FoxPro Based & 3years with SAP ERP system)

- working knowledge in SAP FICO modules
- Accurate and timely Processing of Vendors Invoices
- Handling the Accounts of the Interior Design & Furnishing, Construction, and Maintenance & Transport Division.
- Checking the Purchase Orders made by the Procurement Dept. and making the payments to the Suppliers & Sub-Contractors accordingly.
- Preparing L/C Documents and Liaison with Bank & Supplier.
- Payment Certificates received from the Dept. to be checked for the accuracy and liaison with supplier and payment to be done.
- Clearing of Advances, Accruals of Vendors & Clearing Direct Payments.
- Reconciliation of Supplier Statements & coordinate with Supplier.
- Performing any Management requirements as required.
- Handling the Petty cash float.
- Preparing the Bank Reconciliation and Liaison with the bank for related matters.
- Preparing various reports for the management.
- Checking the Purchase Orders made by the Procurement Dept. and making the payments to the Suppliers & Sub-Contractors accordingly.
- Preparing comparison statements from quotes received in certain cases.
- Preparing periodical labour allocation summaries.
- Maintaining a log of invoices & preparing the payment certificates for invoice payments of Sub-Contractors & Suppliers and also preparing the Invoices of the Suppliers & Sub-Contractors for payment.
- Develop quality control documentation for the department.

From Mar'97 to Jan'98, Worked as Accountant with Concert Hot-Breads Ltd, Cochin, India

Duties & Responsibilities include,

- Finalisation of Accounts & Maintaining the Books of Accounts.
- Payroll Administration & Budgeting.
- Employ Tax calculation, Provident Fund Contributions and Compilation of Statutory requirements of Tax and Tax Audit work.
- Preparing the Bank Reconciliation and Liaison with the bank for related matters.
- Stock control & preparing the Stock Reconciliation

From Jan'96 to Feb'97, Worked as Accountant with MVR Electronics, Cochin, India

Duties & Responsibilities include,

- Finalisation of Accounts.
- Maintaining the Books of Accounts, and the related records.
- Ledger scrutiny, Accounts Reconciliation & Confirmation.
- Internal Statutory & Tax Audit work, Preparation of details & liaison with tax consultants for income tax
- Preparation of Cash & fund Flow statements.
- Handling the Petty cash.

From Nov'92 to Nov'95 carried out the Article ship with M/s Issac & Suresh, Chartered Accountants, Cochin, India.

Duties & Responsibilities include,

- Experience in Bank Audits (Revenue, Statutory & Surprise Audits) of various Nationalised & scheduled banks.
- Two years experience in the Concurrent Audit of The Catholic Syrian Bank Ltd., a leading Scheduled Bank in Cochin, in preparation of Accounts Finalisation and Auditing of Accounts.
- Preparation of Accounts, Finalisation and Auditing of Various Companies, Firms & Other Establishments and Income tax computations.
- Maintaining of Books, Preparation of Final Statements And Budgeting

IT Qualifications Summary

Conversant with computer software and hardware, experience in MS Office and MS Windows software. Familiar with Internet, Intranet & email operations.

- Proven working experience as an accountant
- Thorough knowledge of accounting and corporate finance principles and procedures
- Excellent accounting software user – Tally, Peachtree
- Excellent knowledge of MS Office
- Strong attention to detail and confidentiality
- Working knowledge of SAP, an ERP system FICO modules
- Working knowledge of Tally ERP9 system

Personal Details

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| Date of Birth | : | 04/02/1972 |
| Nationality | : | Indian |
| Marital Status | : | Married |
| Driving Licence | : | Valid Indian & U.A.E Light Vehicle Driving Licence |
