

# BINURAJ P

Accountant with 9yrs of Exp



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## Smart Professional with Exceptional Knowledge in Accounting and relevant ERP's.

### PROFILE

A meticulous and highly active, accountant and business development professional with proven track record of delivering outstanding results. I am seeking a challenging position to utilize multifaceted skills, knowledge and contribute to the company success, I have exceptional communication, relationship management skills & proven track of developing business, implementing vision for the company and making critical business decisions.

### ACADEMIC QUALIFICATIONS

Master of Commerce	Bharathiyar University	Chennai
Bachelor of Commerce	Sathyabama University	Chennai
Advanced Excel	Excel Goodies	Chennai

### EXPERIENCE

Auditor Apr 2018 – Working Now (2yrs)	VATSOL Accounting & Auditing UAE
Accountant General Apr 2016 - Apr 2018 (2yrs)	Al Shaiba Medical Equipment Trading UAE
Accountant Jan2014–Jan 2016 (2yrs)	FL Smidth Pvt Ltd INDIA
Accountant Feb 2011-Dec 2014 (3yrs)	Maersk Global Service Centre INDIA

### PROFESSIONAL EXPERIENCE

#### VATSOL Auditing & Accounting UAE 2 yrs

- Visit the market and make AMC with new and existing clients.
- Review the customer portfolio, contact and schedule them for the respective day to visit and fulfill their requirements as per the AMC.
- Analyze the client business and understand their needs and set up the business process accordingly.
- Implementation of software like TALLY.

### KEY SKILLS

#### AREAS OF EXPERTISE

- ☑ Set Up new Client base.
- ☑ Educate the customers.
- ☑ Finalization of accounts.
- ☑ VAT Filing.
- ☑ Internal& External Auditing.
- ☑ Financial Reports.
- ☑ Reconciliation.
- ☑ Payments & Collection.

#### TECHNICAL SKILL

- ☑ SAP, Odoo, Quickbooks, Oracle, TALLY.
- ☑ Certified in Advanced Excel, Typing Speed– 60 wpm.
- ☑ Good Computer & MS Office skill.

#### PERSONAL SKILLS

- ☑ Well Organize as an Accountant.
- ☑ A Pro-active thinker.
- ☑ A creative approach to problem solving.
- ☑ Ability to work in a team as well as an individual.
- ☑ Comfortable to work in a challenging environment.

- I had around 125 customers with different requirements like ERP Implementation, Accounting Set Up , Value Added Tax Filing, Annual Reporting etc.
- Trained and educated the customers about ERP functions and Accounts.
- Created proper chart of accounts and Implemented based on the requirement of the business.
- Reviewed general ledger in detail (Ledger Scrutiny), trial balance, and monthly journal entries.
- Ensured all departmental invoices were correctly coded and documented for payment within the period.
- Worked with vendors to ensure all invoices were paid on a timely basis by verifying proper documents.
- Ensured efficient, accurate and timely performance of the company's accounting activities.
- Prepared journal entries, reconciled general ledger accounts, and assisted with special accounting projects, such as documenting clients' control procedures and policies.
- Prepared all kind of financial reports and worked with Managing Directors.

#### **Al Shaiba Medical Equipment Trading UAE 2yrs**

- Accountable for the integrity of financial statements
- Analyzed and maintained an adequate system of accounting records and a comprehensive set of controls designed to mitigate risk.
- Oversee and review all accounts receivables, payables and Cash department.
- Prepared summaries of current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- All duties performed under supervision of company's principal.
- Reconcile general ledger to sub ledger, Conduct internal audits several times in a year.
- Generate monthly financial status statement.
- Sales Invoice creation with the help of purchase order.
- Receipt entry for Cash receipts.
- Follow up the payments from all the credit customer as per the credit period.
- Customer and Vendor Master Data Creation.
- Purchase invoice booking.
- Payment to the supplier as per the company policy with the approval from higher authority.
- Expense booking like stationaries, wages etc.
- Petty Cash Handling.
- Document filing.

#### **FL Smidth Pvt Ltd INDIA 2yrs**

- Purchase Invoice booking.
- Payment to the Supplier.
- Vendor Master Data Management.
- Get the approvals from higher authority for payment.
- Report of Purchase and Payment.
- Document filing.

#### **Maersk Global Service Centre 3yrs**

- Freight invoice booking.
- Entry for cash receipt.
- Working on aging report.
- Follow up for the collection.
- Documentation.
- Dispute Handling

## PERSONAL INFORMATION.

**Date of Birth** : 10<sup>th</sup> of March 1990

**Marital Status** : Married

**Languages Known** : Malayalam, English, Tamil, and Hindi.

**Passport Number** : L4134411

## DECLARATION

I hereby declare that all the information furnished above is true to the best of my knowledge.

**Date:** (Binuraj P)

**Place :**