



OBJECTIVE

I am looking for a challenging position where I could be a productive and contributing member of the team or organization to utilize my more than 10 years including 6 Years' experience in abroad in the field of Administration/Accounting and Timekeeping.

To attain a position in an organization, that will harness my strong problem solving, analytical, interpersonal skills and will allow working with high performance team.

PERSONAL INFORMATION

Father name : Thankachan P
Date of Birth : 20/01/1990
Blood group : B+
Nationality : INDIAN
Marital Status : MARRIED
Languages : English, Hindi,
Malayalam & Tamil

Passport NO : L6901314
Mob.No. : +91 8129898122
Email : binoytn24@gmail.com

HOBBIES

READING BOOKS

BINOY THANAKCHAN

EDUCATION

Institute of Chartered Accounts of India

- Have Completed CPT and currently pursuing INTERMEDIATE, Institute of Chartered Accounts of India - 2010 - Ongoing

Kerala University, Kerala.

- B. Com Commerce (Taxation), Kerala University, St Gregorios College, Kottarakara - 2007-10

Govt. Model Higher Secondary School , Vettikavala

- Plus Two from Govt. Model Higher Secondary School , Vettikavala- 2005-06.

M.M.H.S, Vilakkudy

- S.S.L.C from M.M.H.S, Vilakkudy- 2004

STRENGTHS

- Good Communication and Interpersonal Skills.
- Perseverance and Hard Working
- Ability to learn quickly and work as independent or as with a team.
- Creative versatile and highly motivated professional.
- Able to coordinate multi-faceted tasks involved in efficiently managing a cohesive team.
- Capable of establishing and maintaining productive communication with all levels of management and individuals of all career levels

ADDRESS FOR COMMUNICATION

Biji Vilasam
Elampal P O
Ulappayil
Punalur
Kollam (District)
Kerala
India
Pin -691322

EXPERIENCE SUMMARY

1. Admin/Accountant/Timekeeping | AE Arma Elektropanc Elektro Mechancial Co LLC Dubai, UAE. (2015-2020)

From 2018 March to 2020 June:

Position : **Admin/Accountant**

Project Name : **Wow Hotel & Hotel Apartment Project**

Manpower Involved : More than 1800

Client : M/s.Wow Investment Ltd

Main Contractor : M/s.Gunal Construction

MEP Consultant : M/s. Next Engineering

MEP Contractor : M/s.AE ARMA ELEKTROPANC

From 2016 Jul to 2018 March:

Position : **Admin/Timekeeper**

Project Name : **Bluewaters Wharf Retail**

Manpower Involved : More than 2500

Client : M/s. Meraas Holding

Main Contractor : M/s. ALEC LLC

MEP Contractor : AE ARMA ELEKTROPANC

From 2015 May to 2016 Jul:

Position : **Admin/Timekeeper**

Project Name : **LEGOLAND® Dubai (Package 2 & 3)**

Manpower Involved : More than 1300

Client : M/s. DXB Entertainments

Main Contractor : M/s. Besix Orascom JV (JVBO)

MEP Contractor : AE ARMA ELEKTROPANC

2. Administrator | FRESHAIR HOSPITALITY LLC, DUBAI, UAE (2014 – 2015)

3. Office Secretary/Bishop Secretary | KOTTAPPURAM SEMINARY under Malankara Orthodox Syrian Church, Kottarakara-Punalur Diocese (2013-2014)

4. Accountant | POPULAR FINANCE New Delhi. (2010 – 2013)

PROJECT TIMEKEEPING

- Process and issue employee paychecks and statements of earnings and deductions.
- Compute wages and deductions, and enter data into computers.
- Compile employee time, production, and payroll data from time sheets and other records.
- Review time sheets, work charts, wage computation, and other information in order to detect and reconcile payroll discrepancies
- Verify attendance, hours worked, and pay adjustments, and post information onto designated records.
- Record employee information, such as exemptions, transfers, and resignations, in order to maintain and update payroll records.
- Issue and record adjustments to pay related to previous errors or retroactive increases.
- Keep informed about changes in tax and deduction laws that apply to the payroll process.
- Provide information to employees and managers on payroll matters, tax issues, benefit plans, and collective agreement provisions.
- Complete time sheets showing employees' arrival and departure times.
- Post relevant work hours to client files in order to bill clients properly.
- Distribute and collect timecards each pay period.
- Prepare and balance period-end reports, and reconcile issued payrolls to bank statements.
- Compile statistical reports, statements, and summaries related to pay and benefits accounts, and submit them to appropriate departments.
- Coordinate special programs, such as United Way campaigns, that involve payroll deductions.

SITE ACCOUNTANT / ADMINISTRATION

- Collect Updating Invoices from Suppliers and Vendors Review and approve.
- Perform all administrative and accountant duties for the site team.
- Maintain filing system for contract documents.
- Review and approve time sheets for work related to a project.
- Maintain filing system.
- Maintain Petty cash.
- Perform all administrative duties and support for site.
- Provide reports to Managers as required.
- Prepare payroll of all departments, including workers.

COMPUTER SKILLS

- Expertise in all MS-Office Applications.
- Utilizing a range of Strong sense of Email / Internet, Outlook Express, Windows Mail & Incredimail.
- Operating Systems : Windows-9x,NT,XP,2000,2003,2007,Vista,Windows 7

DECLARATION

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

Yours faithfully,
(BINOY THANKACHAN)