

Binu Jose
MBA –Finance
D J Bhavan, Kariyavattom, Thiruvananthapuram
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PROFESSIONAL SUMMARY

- Graduate in Finance having 7 years of experience in *Accounting, Finance and Taxation & Administration*.
- Working experience and knowledge in software such as *Tally, Outlook, MS Office-Word, Excel, and Power Point etc.*
- Well versed with accounting process and systems, analysis & presentation of complex financial data.
- Experience in Budgeting, internal control/Reporting systems to check compliances and control of transactions.
- Knowledge in valuation of inventory, charging of depreciation and revaluation of fixed assets.
- Aware of The Indian Companies ACT 2013, Income Tax 1961, GST ACT 2017, TDS, ESI, PF, Bonus ACT etc.
- Experience and knowledge in various labour laws, public relationship.

CAREER OBJECTIVE

To build highly challenging career in the field of Finance, Accounts & Taxation and administration, where I would apply my knowledge, experience and ideas to develop high caliber professional skill and effective management technique by proactive research and development activities to ensure protection of interest of industry and emerge as a good Corporate Professional.

WORK EXPERIENCES

From 21-Nov-2019 to Present **Goodwill Group of Concern- Sr. Accountant and Admin**

From 21-Jul-2014 to 20-Nov-2019 **Fuse + Media Pvt. Ltd (An Indian Subsidiary of Fuse Capital, USA)**
Busines Lines- Film, Media, Technology, Ayurveda Hospital

Responsibilities

- Accounts Receivable, Accounts Payable, Cash management etc.
- Make daily, weekly and monthly, financial Reports
- Prepare MIS, BRS, Trading & Profit and loss A/c and Balance sheet etc.
- Prepare and verify employees leave, attendance, salary, PF, ESI, Gratuity, Bonus, Professional tax etc.
- Prepare Payroll, Filing of PF, ESI, Professional Tax, and Wage payment system filing.
- TDS returns filing, GST Return (GSTR1, 3B) filing, ITR filing (ITR 1,2 etc.)
- Go to Bank, Labour office, EPF, ESI, Income tax office, GST, Pollution control Board, Municipality and other Govt. offices for company matters.
- Prepare itinerary report and make arrangement for Travel (Taxi, Airticket, Hotel booking)
- Make arrangement to welcome company guest, customers.
- FRRO –Form c filing for foreign guest
- Management of day-to-day operations of the business at reception desk.
- Management of store (Medicines, Consumables etc. house keeping items etc.)
- Checking and analysis of monthly expense and provisioning of expenses.
- Installing various software and Operating systems in Windows and IMac computer

From Apr' 2011- Oct' 2011 Part time Job at a local Audit Firm

Responsibilities

- Evaluate the accuracy of Receipts and payment vouchers.
- Prepare Bank Reconciliation Statement, Receipt and Payment Account
- Prepare Trial balance and Balance sheet.

	<ul style="list-style-type: none">Assisting for Auditing, TDS filing, ITR filing, VAT etc.	
From <i>Sep’ 2009 –Feb’ 2011</i> Muthoot Finance Ltd (Nooranadu, Aathikattukulangara)		
Responsibilities	<ul style="list-style-type: none">Cash and Gold inventory management as per company policy.Gold appraisal and data entry works in ERP (Muthoot Soft)Prepare daily, weekly, monthly financial reports.Prepare Receipt and payment account, Posting of entries in Ledger books, maintenance KYC Register etc.Preparation of P&L and Balance sheet and its Analysis (At branch level).Selling and marketing of various product (Gold bond, money transfer, gold loan, Foreign currency, Airticket) of the company.Management of day-to-day operations of the Branch.	
EDUCATIONAL QUALIFICATIONS		
MBA-Finance	2011-13	MACFAST, Thiruvalla, Kerala
MTA-Tourism Administration	2008-09	Catholicate College Pathanamthitta
Post Graduate Diploma in Computer Application	2006-07	Data Point, Pandalam
Bachelor of Commerce	2004-07	N.S.S College, Pandalam
Plus Two (Commerce)	2002-04	M.G.H.S.S, Thumpamon
SSLC	2002	N.S.S.H.S, Kudassanadu

AREAS OF KNOWLEDGE		
<ul style="list-style-type: none"> ✓ Financial Management, ✓ Cost & management Accounting 	<ul style="list-style-type: none"> ✓ Taxation and Tax Planning 	<ul style="list-style-type: none"> ✓ Working capital Management
<ul style="list-style-type: none"> ✓ Management of Banks and Financial Institution 	<ul style="list-style-type: none"> ✓ Security Analysis And Portfolio Management 	<ul style="list-style-type: none"> ✓ Financial Statement Analysis ✓ Business Statistics

PERSONAL DETAILS	
Date of Birth	: 04 th June 1986
Gender	: Male
Languages Known	: English, Hindi, Malayalam, Tamil
Permanent Address	: Ramanethu House, Poozhickad, Kudassanadu (P.O), Kerala, India, Pin-689512
Marital Status	: Married
Driving License No	: 26/1704/2009
Hobbies	: Playing Cricket, Watching Movies, News

PASSPORT DETAILS			
Passport Details	Passport No.	: J 4341861	Place of Issue : Trivandrum

REFERENCE	
References are available on request.	