

Binu Louis

Chief Accountant



AREAS OF EXPERTISE

Pricing & costing
Business development
Planning and forecasting
Book keeping
Team management
Balance sheet management
Management accounting
Taxation
Quick Books
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PERSONAL SUMMARY

A results driven, self-motivated and resourceful accountant with a proven ability to provide key financial data, support and reporting to assist in key business decisions. Having excellent communication skill and able to build strong relationships both within and outside of a finance department as well as effectively communicating financial information to non-finance colleagues. Possessing strong financial control and reporting skills and rigorously ensuring that all statutory and corporate obligations are met.

Currently looking for a suitable position that offers variety and also opportunities to develop both personally and professionally.

PERSONAL SKILLS

Analytical
Strong influencing skills
Accuracy

KEY SKILLS AND COMPETENCIES

- Ability to combine strong business acumen with effective management skills.
- Experience of financial reporting.
- A sound understanding of the month end process. Ability to thrive within a fast-paced business environment.
- Organized with excellent attention to detail.

WORK EXPERIENCE

Madihaa Company Pvt.Ltd , Male,' Maldives (Importer of food items and wholesale & retail)

CHIEF ACCOUNTANT June 2013 - Present

Providing effective financial leadership to a finance team, to enable strategic foresight into the business and also provide knowledgeable and accurate information to colleagues and senior management.

Duties:

- Overseeing all aspects of financial control in the business.
- Providing financial, commercial and strategic support to the business.
- Preparation of management information from source data.
- Producing monthly management accounts, budgets, forecasts & GST returns.
- Presenting monthly results, budget variances and ad-hoc analysis.
- Involved in Business Planning, P&L, Balance sheet & liquidity planning.
- Overseeing internal financial controls.
- Recording of monies received and paid out.
- Producing meaningful commentary and analysis of financial data.
- Preparation and reporting of income and expense forecasts to senior management.
- Developing, managing and motivating a team of finance professionals.
- Reviewing new & existing business models and capital appropriation requests.
- Identify and develop controls and processes to ensure all risks and opportunities are highlighted.

Essen Enterprises Pvt.Ltd, Male', Maldives (Importer of food items wholesale and resort supplier)

SENIOR ACCOUNTANT December 2010 –June 2013

Duties:

- Prepare profit and loss statements and monthly closing and cost accounting reports.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
- Establish, maintain, and coordinate the implementation of accounting and accounting control procedures.
- Monitor and review accounting and related system reports for accuracy and completeness.
- Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents.
- Analyze revenue and expenditure trends and recommend appropriate budget levels, and ensure expenditure control.
- Explain billing invoices and accounting policies to staff, vendors and clients.
- Resolve accounting discrepancies.
- Recommend, develop and maintain financial data bases, computer software systems and manual filing systems.
- Supervise the input and handling of financial data and reports for the company's automated financial systems.
- Interact with external auditors in completing audits.
- GST and BPT Return

Navajyothi Power Links Pvt. Ltd , Kerala, India.(A" Grade Electrical Contracting Company, Kerala, India.)

Accountant October 2009 - November 2010

Duties:

- Keeping of books of accounts
- Enter and track accounts payable invoices
- Maintaining accurate equipment files.
- Invoicing each project work certified and claiming retention money timely.
- Preparing payroll
- Monthly and quarterly tax returns
- Obtains Project Manager Approvals, and processes for payment.
- Preparation of final accounts.

Hotel Saj Lucia, Four Star Business Hotel, Kerala ,India.

Junior Accountant April 2008 - May 2009,

Duties:

- Keeping of books of accounts.
- Reconciliation of bank accounts.
- Prepares and processes purchase orders, invoices, cheque requests, manual cheques and contract payments.
- Ensures purchase orders, receiving and invoices are matched.
- Post financial data to appropriate accounts in an automated accounting system (Tally).
- Helping senior accountant in stock taking.
- Helping and providing relevant information to senior account for taxation

Suresh Kumar & Associates, Chartered Accountant, Kerala, India

Audit Assistant May 2007 - March 2008

Duties:

- Assists auditor in the examination and analysis of accounting records of establishment, and prepares reports concerning its financial status and operating procedures.
- Reviews data regarding material assets, net worth, liabilities, capital stock, surplus, income and expenditures.
- Inspects items in books of original entry to determine if proper procedure in recording transactions was followed.
- Counts cash on hand, inspects notes receivable and payable, negotiable securities, and canceled checks. Verifies journal and ledger entries of cash and check payments, purchases, expenses, and trial balances by examining and authenticating inventory items.

PERSONAL DETAILS

Binu Louis

Trivandrum, Kerala, India

Mob Number: +960 7852704

E Mail: binulouis@gmail.com

DOB: 21/05/1987

Driving license: Yes

Nationality: Indian

ACADEMIC QUALIFICATIONS

Bachelors Degree in Commerce (Accounting and Taxation) University of Kerala 2006 – 2008

Diploma in Computerized Financial Accounting from Accounts Service Society of Kerala

Plus Two from Board of Higher Secondary Examination, Kerala

SSLC from General Educational Department of Kerala