**Bindiya Sibi**

**Sreenandhanam,**

**ARA B-56A,**

**Anandavalleswaram Road,**

**Near Anand Hospital,**

**Mannanthala,Trivandrum**

**PIN-695015**

**Mob: 9567765251**

OBJECTIVE

To lead and be a part of competitive and growth oriented team in a lively environment, which offers depth and diversity of exposure, enables me to learn and use my proficiencies for the best benefit of the organization.

**CAREER HIGHLIGHTS**

**Account Executive: Plain speak**

**From April 2018 to Present**

Key Responsibilities& Knowledge Areas

* **Maintaining Receipts & Payment Voucher**
* **Bank Reconciliation Statement**
* **Plain speak Charges**
* **Maintaining Sales and Purchase Voucher**
* **Maintaining Petty cash**
* **Making Payments and Collecting funds from clients**
* **Tally ERP9.6 and Excel**
* **Sundry Debtors Report**
* **Sundry Creditors Report**
* **Gross Profit Report**
* **P&L Statement**
* **GSTR1 and GSTR2 Statement**
* **Monthly TDS Report**
* **Monitoring Staff leave &Salary Statement**
* **TDS Q1 Report**
* **TDS Q2 Report**
* **TDS Q3 Report**
* **TDS Q4 Report**

**Accountant: KSK Infra Properties**

**From December 2017 to Present**

Key Responsibilities& Knowledge Areas

* Maintaining Receipts and Payment Vouchers
* Tally ERP 9 and Excel
* Making Online Payments
* Preparing GST Statements and TDS Statement
* Maintaining Petty Cash
* Bank Reconciliation
* Preparing Invoice Certification
* Monitoring Staff Leave and Preparing Salary Statement

**Accounts Assistant: Astride Builders and Developers**

**From June 2016 to November 2017**

Key Responsibilities& Knowledge Areas

* + - Maintaining and updating customer databases
    - Preparing agreements, sale deeds etc
    - Looking after complete process of sale agreement or deed registration
    - Helping customers in availing Housing Loans
    - Complete coordination with bank and client till the housing loan is sanctioned
    - Sending demand letters to bank and follow-ups for payment transfer
    - Collecting funds from clients
    - Handling all original documents related to land, flat etc
    - Noting down additional requirements of the client and monitoring if it is done
    - Managing customer requirements and relationship till the flat is handed over and association is formed
    - Updating Company website (www.aishwaryahomes.in)
    - Monitoring staff leave, punching details, preparing leave register and salary statement

**Cashier cum Accountant: Pharmacy**

*Key Responsibility & Knowledge Areas.*

* Cash Management
* Data Entry
* Payments

**Customer Care Executive: Muthoot Pappachan consultancy and Mangement Services**

**From July 2004 to March 2005.**

*Key Responsibility & Knowledge Areas.*

* Cash Management
* Expense Auditing
* Fund Allocation.

**ACADEMIC CREDENTIALS**

M.Com Kerala University 2002

B.Com Kerala University 2000

Pre-Degree Kerala University 1997

X SSLC, Kerala 1995

PGDCA LBS Trivandrum 2004

**Done PGDCA from LBS, Doing SAP from GTECH**

**TECHNICAL SKILLS**

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| --- | --- |
| Operating Systems | Windows 2000/XP |
| Languages | C,C++,VC++,Java |
| Accounting Software& other software | TallyERP9.6,MSWord,Excel |

**STRENGTHS**

* Hard working
* Commitment to task

**PERSONAL VITAE**

Date of Birth : 16 Apr 1980

Languages known : English, Hindi, Malayalam & Tamil.

Location Preferences : Trivandrum

**REFERENCES**

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| References can be furnished upon request. |

**Declaration**

I hereby declare that all details furnished above are true to the best of my knowledge and belief.

BINDIYA S