

# CURRICULAM VITAE

**BINDU B**

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## OBJECTIVE

Dedicated and detail-oriented General Accountant cum Admin/ Cashier with 16 Years of experience in financial management and reporting. Adept at analyzing financial data, reconciling accounts, and ensuring compliance with tax regulations. Seeking to leverage my expertise to contribute to the financial success of a dynamic organization.

## PERSONAL PROFILE

- ❖ Over 16 years of experience in Accounting Back office & supporting team as an accountant.
- ❖ 6 years' Experience in Dubai.
- ❖ Excellent knowledge of Accounting Software IERP, Tally & Other Software
- ❖ Good understanding of theory and application.

## PROFESSIONAL EXPERIENCE

**Company :** AJ DRUGS (Associate with Bin Ali Medical Supplies) -Dubai.  
**Duration :** October-2022 To Till date  
**Role :** Senior Accountant

### Duties and Responsibilities

- Responsible for maintaining accurate accounting records, including accounts payable, accounts receivable, and general ledger entries.
- Managed inventory and performed periodic stock checks, ensuring optimal stock levels while minimizing excess or obsolete inventory.
- Prepared monthly financial statements, including income statements, and cash flow Statements.
- Collaborated with the store manager to develop and track the annual budget, making recommendations for cost-saving measures.
- Processed payroll for store employees, ensuring timely and accurate payments.
- Handled tax filings and compliance and maintained knowledge of relevant tax regulations.
- Administered and organized the store's administrative functions, such as employee scheduling, HR documentation, and customer records.
- Coordinated with suppliers to negotiate favorable terms and pricing, optimizing cost efficiency.
- Assisted with customer service, addressing inquiries, resolving issues,
- Prepared and submitted tax returns, ensuring compliance with federal and state regulations.

## PROFESSIONAL EXPERIENCE

**Company :** Royal Ambition Star General Trading L.L.C  
**Duration :** May -2021 to Sep-2022  
**Role :** Accountant

### **Duties and Responsibilities**

- Managed and maintained accurate financial records for the company, ensuring compliance with accounting standards and regulations.
- Prepared financial statements, including balance sheets, income statements, and cash flow statements, on a regular basis to provide management with valuable insights into the company's financial performance.
- Collaborated with the finance team to develop and implement financial strategies to optimize cash flow and reduce financial risks.
- Processed accounts payable and receivable transactions, reconciled discrepancies, and ensured timely payment and collection.
- Assisted in the preparation of financial reports for external audits and liaised with auditors to ensure a smooth audit process.
- Managed bank and credit card reconciliations and oversaw the company's payroll processing.
- Streamlined financial processes and introduced automation where possible, increasing efficiency and reducing errors.
- Maintained compliance with tax regulations and prepared and filed tax returns in a timely and accurate manner.

**Company** : **Saleh Al Sairi Catering Catering Services –Dubai, UAE.**  
**Duration** : **March 2018 – Feb-2021**  
**Role** : **Accountant**

### **Duties and Responsibilities**

- Managed the full accounting cycle, including accounts payable, accounts receivable, and general ledger.
- Created and maintained financial reports
- Performed monthly bank reconciliations to ensure accuracy.
- Collaborated with the finance team to streamline financial processes.
- Prepared and submitted tax returns, ensuring compliance with federal and state regulations.
- Assisted with the annual financial audit and provided documentation for auditors.
- Administered and organized the administrative functions, such as employee scheduling, HR documentation, and customer records.

**Company** : **Queen Palace Hotel (Middle East Group of Companies), UAE**  
**Duration** : **Sep 2016 to Nov 2017**  
**Role** : **Accountant**

### **Duties and Responsibilities**

- Manage and oversee all financial aspects of the hotel/tourism business, including budgeting, financial reporting, and forecasting.
- Prepare and submit accurate and timely financial statements, income statements, balance sheets, and cash flow reports.
- Collaborate with department heads to develop and monitor departmental budgets, ensuring cost control and revenue growth.
- Ensure compliance with tax regulations and financial reporting standards, consistently meeting deadlines.
- Collaborate with the front desk and housekeeping staff to resolve any billing discrepancies and provide excellent customer service.

**Company :** ARKAY Consultants, Chennai (Chartered Accountant)  
**Duration :** June 2006 to Aug 2016  
**Role :** Accountant (Team leader)

**Duties and Responsibilities**

- Led and conducted financial audits for clients across various industries, ensuring compliance with regulatory standards and adherence to best practices.
- Prepared detailed audit reports, providing recommendations for process improvements and risk mitigation.
- Collaborated with cross-functional teams to analyze financial data, assess internal controls, and Identify areas for cost reduction.
- Reviewed and verified financial statements, supporting documents, and records to detect inaccuracies, fraud, or inefficiencies.
- Performed risk assessment and recommended strategies to safeguard clients' financial assets. Managed a portfolio of clients, overseeing their financial accounts, and provided comprehensive accounting services.
- Conducted internal audits to evaluate financial systems, identified discrepancies, and implemented corrective actions.
- Prepared and submitted tax returns for clients in accordance with applicable tax laws and regulations.
- Collaborated with clients and internal teams to address financial concerns, offer strategic financial advice, and optimize financial performance.

**EDUCATIONAL BACKGROUND**

- Master Of Commerce
- Bachelor of Commerce
- ITI- D Civil Passed with Auto Cad
- Pre-Degree
- S.S.L.C

**TECHNICAL SKILLS**

**SOFTWARE SKILLS**

- IERP
- Tally Prime
- IDS Hospitality Package
- M.S Word & M.S. Excel
- Vat

**PERSONAL PROFILE**

**Marital Status :** Married  
**Nationality :** Indian  
**Sex :** Female  
**Passport No :** N2602328  
**Visa Status :** Residence

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