

BINOI . C . DOMINIC

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Nationality : Indian \ \ Visa Status : Visit Visa (expires on 09/11/2023)

Highly motivated and versatile professional with a strong educational background in commerce and law. With seven years of experience in the fields of finance and accounting, I began my career as an Assistant Accountant, gaining valuable insights and skills. Subsequently, I honed my expertise during a four-year tenure at KPMG. After achieving a law degree, I transitioned to a role as an Accountant cum Administrative Assistant at Chetana Media and Arts College, where I successfully blended my financial acumen with administrative proficiency to drive organizational success for three years. My unique combination of financial and legal knowledge, coupled with a proven track record of achieving results, makes me an asset to any team.

Skills

- MS Office (Excel Expert)
- Tally ERP
- GCC VAT UAE
- Typing Speed 25 wpm

Education

2023 - Diploma in Assistant GST Accountant & GCC VAT (Tax Internship Centre)

2019 – Bachelor of Law(LLB)
(Mahatma Gandhi University)

2009 – Bachelor of Commerce
(University of Calicut)

2006 - HSE – COMMERCE
(Kerala HSE Board)

Languages

English - Proficient
Hindi - Conversational
Malayalam - Native

Work history

Accountant cum Administrative Assistant, Chetana Media and Arts College - 06/2020 – 08/2023

- Managed all accounts, including bookkeeping. Prepared accounting vouchers, data entry, review and post GL , SL, and PL transactions. Prepared monthly bank reconciliations and budget forecasting.
- Drafted agreements and legal documents.Ensured that the organization complies with government and finance regulations
- Acting as a first point of contact when required, including schedule appointments, meetings and conferences.
- Prepared regular and ad hoc reports for the Director to include profit/loss, cash flow, and current balance as requested.
- Administered, maintained, and reconciled all banking and petty cash accounts.
- Maintain proper register of fixed assets, coordinating with the Procurement Officer.
- Worked in MS Office and expertized with MS Excel functions like COUNTIF, VLOOKUP, HLOOKUP, PIVOT TABLE etc.
- Issue necessary cash and check settlements of college liabilities.
- Presented the monthly payroll to the Director for review and approval.
- Attend and assist in the internal and external audit processes, and provide required analysis.

Associate, KPMG GDC– 07/2012 to 09/2016

- Assisted Chartered Accountants in preparing financial statements and reports.
- Audited ledgers, vouchers, inventory, payable and receivable transactions.
- Worked in MS Office and expertized with MS Excel functions like COUNTIF, VLOOKUP, HLOOKUP, PIVOT TABLE etc.
- Calculated and prepared budget forecasting, various financial ratios and analysis to find out the financial situation of companies. Good with numbers and Analytical skill.

Assistant Accountant, KESS – 08/2009 to 06/2012

- Post and Processed all accounting transactions in timely manner.
- Reconciliation of accounts, bank reconciliation, follow up accounts receivable, accounts payable and updated statement of accounts.
- Processed statements monthly, quarterly and at year end closing.
- Processed accounts payable and receivable, processed finalization of accounts, investigated and resolved accounts discrepancies in Tally.
- Performed administrative tasks, including filing, documentation, reporting, tagging fixed assets, etc. Processed payroll and benefits for employees monthly.