

RESUME

BINOY.K.VARGHESE
ACCOUTS ASSISTANT CUM CASH OFFICER
Mob: +971569610263
Email: binoykvarghese9@gmail.com



Career Objective

A job profile which will synergizes my goals with those of the organization, bringing about a mutual growth beneficial to both, and also enriches my knowledge. I am a team player and working in challenging situations brings out the best in me.

Work Experience

1. Accounts Assistant cum Cash Officer (4 Years Exp.)

KM Trading Hypermarket, Dubai (2019-2023)

2. Cashier (1 year Exp.)

Utsav Silks, Ernakulam (2018-2019)

Educational Qualification

- MBA Human Resource Management
Bharathiar University, Tamilnadu, INDIA
2016 TO 2018
GPA: 2.95
- B.A Economics
Calicut University, Kerala, INDIA
2012 TO 2015
GPA: 2.20

Areas of Expertise

- Process reimbursement forms
- Prepare Bank Deposit
- Create and Update expense Reports
- Maintain digital and physical financial records.
- Issue invoices to customers and external partners, as needed
- Reconcile invoice and identify Bank discrepancies
- Vending Machine Payment collect & Deposit
- Invoice Verify and Prepare cheque to suppliers
- Cashier Cash collection verify Daily and Sale deposit

HR Related Work Experience

- Employees Medical and Tawjeeh Management
- Emirates ID Collection
- Salik Management
- Vehicle Advertising Renew
- Prepare Employees Attendance Report Daily
- MIS Report

Computer Skills

- SAP ERP System-Version-6.6.7.7 (Customised)
- MS Office Excel
- Tally ERP (Basic Knowledge)
- Outlook Mail
- MS Office Word

Personal Profile

Name	:	Binoy K Varghese
Fathers name	:	Varghese K M
Mothers name	:	Omana Varghese
Date of birth	:	22/09/1993
Languages known	:	Malayalam, English and Tamil.
Gender	:	Male
Nationality	:	Indian
Passport No	:	P5197332
Date of Expiry	:	10/01/2027
Marital Status	:	Married
Permanent Address	:	Kundukulam House Vadapuram Post, Malappuram, Kerala – 676542

Declaration

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place : Dubai
Date : 13-06-2023

BINOY K VARGHESE