



# BINTO MB

Cashier Cum Accountant

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Deira, Dubai

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## EDUCATION

Bachelor's degree-B-Com  
Sansagi University  
2019-2022

## SKILLS

- Accounting
- Document preparation
- Inventory Auditing
- Reconciliation
- BankTransactions(NEFT, RTGS)
- MIS Reporting

## CERTIFICATIONS

Tally-Prime -2024  
SAP-FICO-2024

Microsoft office Suite  
2024-Pviot,Formula,  
Segmentations

Sage 50 peach Tree

## PROFILE

Detail-oriented and results-driven Accounting Professional with over 2 years of experience in managing financial records, budgeting, taxation, and compliance across diverse industries. Proven expertise in preparing accurate financial statements, streamlining accounting processes, and ensuring regulatory adherence. Skilled in using accounting software such as Tally, QuickBooks, and SAP. Strong analytical skills with a track record of improving financial efficiency and supporting strategic decision-making to meet tight deadlines and organizational goals.

## WORK EXPERIENCE

### AWESOME EVENT AND ENTERTAINMENT

Accountant | APR-2022 – June-2024

Describe your accomplishments and job responsibilities briefly. Concentrate on the skills and strengths you've identified as relevant to the job description.

- Processing accounting receivables and incoming payments in compliance with financial policies and procedures
- Performing day-to-day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data
- Prepared bills receivable, invoices and bank deposits.

### NANDILATH G-MART

Accountant | Aug-2024 – Feb-2025

- Assist in the preparation and maintenance of financial records, including ledgers, journals, and financial statements.
- Process accounts payable and receivable transactions.
- Reconcile bank statements and ensure the accuracy of financial data.
- Assist in the preparation of monthly, quarterly, and annual financial reports.
- Respond to financial inquiries by gathering and interpreting data.
- Perform other accounting duties as assigned by the Senior Accountant or Finance Manager.