



Curriculum Vitae

BINSHA BALACHANDRAN

CONTACT



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Deira, Dubai

PERSONAL DETAILS

Name : Binsha
Balachandran
Date of birth : 18/05/1997
Gender : Female
Nationality : Indian
Marital Status : Married
Religion : Hindu
Visa : Visit
Passport No : X3537632

LANGUAGES KNOWN

- ♦ English
- ♦ Malayalam
- ♦ Tamil

SKILLS

- Accounts payable and receivable
- Bank Reconciliation
- Microsoft excel and word
- Invoice processing
- Book keeping
- Cash closing
- Credit note
- Processing
- Preparation of reports

PROFILE

Intend to build a career with leading corporate of high-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential willing to work as a key player in challenging and creative environment.

EDUCATION

- Plus Two Commerce (HSE Kerala)
- B.Com Computer Application (Calicut University)
- M.Com (IGNOU)
- CAT (Certificate in Accounting Technician) (Institute of Cost Accountants of India) Business Law, GST, MS Office, Tally and wings)
- B.Com Co-operation Specialization Calicut University (now doing)

TECHNICAL SKILL

- Tally, ERP9
- MS Office
- Basic Computer skill
- GST Filing and return

EXPERIENCE

- 2019 February to 2020 March -LIC Back office -accountant cum office staff
- 2022 August to 2024 January - Viswasaradhi associates- Accountant

WORK PROFILE

- Handled tally, Octa and Wiman application for accounting activities
- Responsible for preparing Cash flow, Income & expenditure
- Dealing bank transactions like Cash deposits, Cash withdrawals and issue RTGS and Cheques for companies
- Initiate to clear pending invoices after detailed investigation and follow ups.
- Responsible for preparing accounts and bank reconciliation on regular intervals
- Checking Sales entries and Purchase entries and other documents.
- Recording and verifying cash voucher transactions
- Recording and verifying service & sales petty cash expense and float expense.
- Prepare reports relates to the sales and service-related expenses
- Assist in Month end quarterly and year end closing procedures.
- Assist and Co-ordinate with purchase department activities

Place :

Date :

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