



# BIJI BABU

## ACCOUNTANT

### CONTACT

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+971588442192
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- Ewans Residence,  
Dubai Investment park

### EDUCATION

- 2015-2017  
MUMBAI UNIVERSITY
  - Master of Commerce
- 2012-2015  
MUMBAI UNIVERSITY
  - Bachelor of Commerce

### CERTIFICATE COURSE

- TALLY
- Advanced certificate in  
Customs, Laws and Process

### LANGUAGES

- English
- Hindi
- Marathi
- Malayalam

### PROFILE

Experienced Billing and Accountant with six years of hands-on experience in coordinating space bookings, managing billing operations within a bonded warehouse, and ensuring compliance with customs regulations. Proficient in generating invoices, compiling stock reports, and addressing customer inquiries promptly. Seeking to leverage expertise in billing and inventory management to contribute to the efficiency and accuracy of operations at Caravan Logipark Private Limited.

### WORK EXPERIENCE

**Caravan Logipark Private Limited ,India**      AUG 2017 TO DEC 2023  
Accountant

#### Job Responsibilities

- Coordinate and manage space bookings in accordance with Bill of Entry requirements.
- Supervise all aspects of the billing department, particularly within the operating system of a bonded warehouse.
- Generate invoices for both custom bonded and general warehouse operations, including processes such as Noc/In-bond/Ex-bond/Crossing/General.
- Prepare proforma invoices as necessary.
- Compile and analyze monthly stock reports, generating Management Information System (MIS) reports for review.
- Respond promptly to all billing inquiries and stock-related emails.
- Manage accounts payable and accounts receivable processes.
- Prepare and process expenses vouchers and cash vouchers.
- Perform multifaceted clerical duties, including data entry and maintaining filing records.
- Address billing disputes and resolve customer issues in a timely manner.
- Ensure compliance with all customs-related requirements and regulations.
- Accurately input data and maintain records within the (ERP) system.
- Address customer queries promptly and effectively, finding appropriate solutions to meet their needs.
- Handle complex situations with finesse, ensuring efficient resolution to maximize customer satisfaction.
- Review contracts to ensure invoices are billed correctly, maintaining accuracy in billing processes.
- Maintain accurate and up-to-date financial records, including invoices, receipts, and expenses.

## PERSONAL DETAILS

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Visa Status : Visting Visa

Gender : Female

Date of Birth :23-10-1994

Nationality : Indian

Marital status : Married

## REFERENCE

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Can be submitted, if required

- Assist the accounts team in tally ledger entries, ensuring data accuracy and integrity.
- Create new accounts for future clients and verify billing invoices for accuracy.
- Perform administrative tasks such as filing, developing spreadsheets, and scanning documents for interdepartmental use.
- Successfully train new staff in all office systems, policies, and procedures.
- Focus on minimizing errors and generating superior results through comprehensive training initiatives.

## SKILLS

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- Proficiency in MS Office suite, including Word, Excel, VLOOKUP and Outlook.
- Positive attitude, detail-oriented, and highly organized.
- Strong communication skills, both verbal and written.
- Ability to work both independently and collaboratively within a team environment.
- More than six years of experience in a billing department role.
- Strong understanding of accounting principles and experience in maintaining financial transactions.

## DECLARATION

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I hereby solemnly declare that the information given above is correct and complete to the best of my knowledge and belief

BIJI BABU