

BINU XAVIER

Giessen , Germany

Mob: +49 1521 6889340

Email - xavierbinu.germany@outlook.com



Accountant

Profile

I am an enthusiastic highly active **General Accountant & Auditor**. I am currently staying in **Giessen- Germany** as PG student. I have the confidence that I can do the task that given to me. I have **14 Plus** years of experience in diversified fields of Accounting, Finance, Auditing, Bookkeeping, Payable and receivables, with leading companies in **KSA,UAE & India**. Now looking for a suitable position with a company which offers genuine opportunity for progression and where I can make a significant contribution.

Area of Expertise

- ◆ General Ledger/Audit/VAT Accounting
- ◆ Receivable/Payable ◆ Financial Reconciliations
- ◆ Financial Statements ◆ Assets Accounting
- ◆ Hotel Accounting ◆ Trading Accounting
- ◆ Tally ERP 9 ◆ Inventory controlling

Employment History

- ❖ Worked In MAITHA GENERAL TRADING LLC- Dubai from June 2020 – April 2022 as **General Accountant**.
- ❖ From September 2019 April 2020- Worked as **Accounts In Charge**- Capital Manufacturing Car Services LLC- Dubai Industrial City -1, UAE
Job Responsibilities:-
 - Preparing timely financial statement reports and providing to the Higher Authority.
 - Handling All Accounts Functions, Purchase Posting, AR, AP, Bank Reconciliation, Consolidation, Up to the Level of

Education

- ◆ **Master of Social Work (MSW)** MG University, Kerala, India.
- ◆ **Bachelor of Commerce (B.Com)** MG University, Kerala, India.

Professional Knowledge

- ✚ Tally ERP9
- ✚ EZ Business Software
- ✚ IDS,OPERA
- ✚ SAP



Key Skills

- Ability to execute ideas effectively
- Strong organizing and planning skills.
- Quick familiar with any Accounts Software's.
- Good communication skills (oral and written).
- Enjoy with clients and in teams



- Preparation of VAT files and processing VAT return through online system.
- Preparation of the various reports for the financial management of the company including Profit and loss reports, Balance sheets, Accounts receivables, Accounts payables, Cash flow statements, Sales forecast reports, Annual budget reports etc.
- Analyzing financial information and summarize financial status
- Handling of Assets, depreciation calculation – proper posting and disposals.
- Payroll preparation. Monthly MIS Report and HR Related works.
- Petty cash control and Produce error-free accounting reports and present their results
- Management of the yearly financial auditing with the approved third party auditors.
- Verifying junior accountants work data and giving proper instructions.
- Performed month-end/year-end close, financial statement preparation and budget variances.
- Assisted management to resolve variances.

❖ **From November 2018 – April 2019: Firepro Safety Security LLC- Dubai, UAE**

Designation: Accountant & Auditor

Job Responsibilities:-

- Worked under SAP Platform
- Handled all Accounts Functions up to Finalization of Accounts.
- Accounts payables, Receivables Management, Purchase Posting and Bank Reconciliation, Vendor Reconciliation and Consolidation, Cash flows, Sales Forecasting, Annual Budget.
- Keeping track of all payments and expenditures, purchase orders, invoices, statements.
- Handled FMCG Accounts and Export Import Accounts TR (Trust receipt), LC (Letter of Credit) etc.
- Provide accurate & timely Financial Statement Report, to set up the Finance & Accounting system procedure.
- Management of the yearly financial auditing with the approved third party auditors.
- Scrutiny of bank transaction & bank reconciliation.
- Preparation of rebate, listings, and shelf display calculation schedules as per the vendor's agreements from key accounts dept.
- Verifying & checking of payroll
- Handle of fixed assets, Monthly and Annual Stock Evaluation, Consolidation of Accounts.
- Verification of AMC contract and accounting.

❖ **COSIMA TRADERS, Kalady – Credit In Charge Cum Sales Promoter**

August 2016 – July 2018

❖ **JOHN & CO. TAX & INDUSTRIAL CONSULTANTS, Perumbavoor – Accountant**

July 2014 – June 2016

❖ **KARAN HOTEL, Jubail, Kingdom of Saudi Arabia – Cost Accountant and Credit Accountant.**

July 2011 – April 2014

❖ **BIJU K BABY, ACA CHARTERED ACCOUNTANTS FIRM, Perumbavoor – Accountant.**

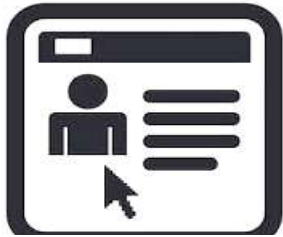
August 2009 – June 2011

❖ **KURIACHAN & NOVA CHARTERED ACCOUNTANTS FIRM, Perumbavoor – Account Assistant.**

May 2007 – July 2009

Personal Details

Nationality : Indian
Gender : Male
DOB : 25-03-1983
Marital Status : Married
Passport No : P 4659936
Visa Status : Student Visa



Computer Skills



 **Tally ERP9, EZ Business Software**
Ms Office / Excel / Outlook/ Power Point etc..

Languages

English : Proficient
Hindi : Fluent
Malayalam : Native
Arabic : Basic

BINU XAVIER

For more information please don't hesitate to contact me.

Mob: +49 1521 6889340

E mail: xavierbinu.germany@outlook.com