

CURRICULUM VITAE



BIBIN DAS

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Personal Data

Date of Birth : 08.01.1990
Nationality : Indian
Sex : Male
Religion : Christian
Marital Status: Married
Passport No. : K7108245
Expiry Date : 22.010.2022
Visa Status :
Expiry Date :

Career Snapshot

Total Experience: 7 Years

NIPPON OVERSEAS TRADING LLC
(Dubai, U.A.E)

Purchase & Assistant Accountant
(Building Materials Company)
Jan 2015 to Jan 2020

CHARTERED ACCOUNTANT FIRM
(Kerala, India)

Assistant Accountant
(Chartered Accountants Firm)
Feb 2012 to May 2014

Summary

Highly successful as an **Accounts Assistant** with more than **5 years** of experience, planning & directing executive-level administrative affairs & support. Combined organizational & communication skills with the ability to independently plan & manage diverse business relationships. Strong time management & problem-solving skills with ability to set priorities & manage multiple tasks. Background also includes all aspects of Human Resources management. Proven record of success increasing efficiency, saving time, & reducing expenses. **Awarded a master degree in HRM.** Consistently recognized for achieving company goals, effective client relationship management.

Career Objective

To contribute with my best efforts to the organization with hard work, sincerity, knowledge and achieve the goal of organization which will utilize my accounts knowledge and computer skills. And a challenging position in an organization where I can boost my strength and skill in favor of the organization.

Educational Qualifications

Annamalai University, India – 2013
Masters in Business Administration – HRM

MG University, DON BOSCO, Kerala, India – 2011
BBA

A.K.M. Higher Secondary School, Mylapure, Kerala, India – 2008
Higher Secondary Education
Commerce Stream

A.K.M. Higher Secondary School, Mylapure, Kerala, India – 2006
Secondary School Leaving Certificate (SSLC)

Technical Skills

- M.S. Office (Word, Excel, Power point)
- Tally ERP.9
- Windows™ (7™, Vista™, XP™)
- Internet & e-mail

Professional Experience – Total 7 years

NIPPON OVERSEAS TRADING L.L.C, Dubai, U.A.E
Jan 2015 to Jan 2020

Designation: Purchase & Asst. Accountant

Major Responsibilities

- Receipt, Payment, Purchase Entry, Sales Entry, Monitoring & Reconciling Bank accounts (Manual Book Keeping & Tally. ERP 9 Software)
- Follow UP of Accounts Payable and Accounts Receivable
- Petty cash
- Documents Controlling
- Cashier

CHARTERED ACCOUNTANTS FIRM, Kerala, India.
Feb 2012 to May 2014 (2 Years and 3 months)

Designation: Asst. Accountant

Major Responsibilities

- Auditing (Excel, Tally. ERP 9)
- Preparation of Final Accounting
- Documents Controlling

Trainings and Certifications

Tally Academy, Kollam, Kerala, India

Use of Tally in Accounts and Financial Management

During my training, I was given exposure to Income Tax, Introduction to Accounts, Tally 9

Personal Skills

- Ability to work under pressure
- Dedicated and Sincere
- Ability to work in any Kind of situation
- Ability to work with team co-operation

Communication Skills

- *English, Malayalam, Hindi, Tamil*

Declaration

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

Bibin Das