





# BINCY VARGHEESE

## CONTACT

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## PERSONAL DETAILS






- Date of Birth : 17/12/1997
- Marital Status : Single
- Nationality : Indian
- Languages : English , Malayalam

## SKILLS



### ➤ Job Specific

-  Microsoft office (Excel , Word, PowerPoint)
-  Tally
-  Winman Network CA ERP

### ➤ Soft Skills

-  Delivering positive customer engagement
-  Collaborative
-  Ability to work independently
-  Highly organised
-  Extreme accountability and ownership

### ➤ ADDITIONAL INFO

-  Willing to be relocated : Yes
-  Willing to commute : Yes

## OBJECTIVE

Build a career where I can apply my skills and practical knowledge for the growth of the organisation and also enhance my learning through the exposure and creative environment.

## WORK EXPERIENCE

- **NCS Automotives Pvt Ltd(2023-Present)**
  - Working as Accounts executive
  - Handling vendor invoices and recording entries .
  - Preparation of claim reports and tracking of claims.
- **Rangamani and Co (2021 – 2023)**
  - Worked as Audit Assistant
  - Handled filing of IT Returns, GST Returns of various individuals, firms ,companies, trust
  - Provided administrative and management assistance to auditor and directed activities in office

## EDUCATION

- **M.Com Finance (2019 – 2021)**
  - St. Michael's College ,Cherthala
- **B.Com Computer Application (2016-2019)**
  - Naipunnya School of Management, Cherthala

## PROJECTS

- A Study on Quality of Work life balance of women employees in textile shops with special reference to Alappuzha
- Website creation of John's Umbrella Mart , Alappuzha

## ACHIEVEMENTS

- Certified Tally with A Grade