

VIKAS VINOD

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Visa Status: Employment Visa



Career Objective

To secure a position where I can efficiently contribute my skills and abilities to the growth of the organization and build my professional career and thereby to secure a challenging position in a reputable organization to expand my Learnings, Knowledge and Skills.

Professional Experience

EXPO 2020

Nov 2018-Until Date

**Designation: Assistant Manager & Administrator – Accounts Dep't
(Innovation & Future Technology – Value Realization)**

- **Operational Responsibilities**

- Purchase Requisition preparation upon quotations received.
- Ensure that all payments transfers are approved and processed.
- Preparation and booking of Service Entry Sheets & Goods Receipt note.
- Allocate the payments for the authorized signatories as per the DOA and Upload the payments to the Bank's website;
- Preparing the payment reconciliation and Update the Invoice's Register by the invoice status as paid;
- Respond proactively to all queries/calls from Different Departments and Suppliers regarding the invoice's payment and the accrual preparation;
- Follow up with suppliers regarding invoices, Purchase orders and Statement of accounts for reconciliation and prepare the monthly reconciliations for different key suppliers and provide analysis on supplier's figures and status of payment;
- Prepare month end schedules before the AP Closing and ensure that all the ready invoices are booked before the deadline;
- Prepare the Accruals for missing expenses and prepare the related prepaid schedules for amortization.
- Fixed Asset Inspection and Submitting the report on Fortnight basis to Top Management
- Properly maintaining the historical Records and trying to improve the payment process within the prescribed TAT.
- Maintenance of Fixed Asset Register with Prompt details along with Serial Numbers & Location. Updating of the same with Top Management on Monthly basis.
- Reviewing of the Statement of Accounts of all the Suppliers & Vendors related to payments outstanding and ensuring that Payments are released within TAT.
- Monitoring of the Open values left out in the Purchase orders and remapping the same balance amount back to the Budget for future Procurement Purposes

IndusInd Bank, Kerala
Designation: Manager

Apr 2012 – Aug 2018

Duties & Responsibilities:

- Handled various positions in the bank & have a good working knowledge of banking software Finacle of Infosys.
- Monitoring & supervising the day-to-day operations of the branch.
- Responsible for safekeeping of all documents & securities.
- Scrutinizing, analyzing & reporting on all accounts including closure of non-profitable ones.
- Handling remittances, forex transactions & clearing activities.
- Submission of all reports to RBI periodically.
- Acquisition of new accounts and cross-selling Life Insurance/ General Insurance/Gold/Credit Card.

Danalexmi Bank, Kerala
Designation: Asst Manager Cadre

Nov 2009 – Mar 2012

Duties & Responsibilities:

- Handled various positions in the bank & have a good working knowledge of Finacle.
- Monitoring & supervising the day-to-day operations of the branch.
- Responsible for safekeeping of all documents & securities.
- Scrutinizing, analyzing & reporting on all accounts including closure of non-profitable ones.
- Handling remittances, forex transactions & clearing activities.
- Submission of all reports to RBI every fortnight.

HDFC Bank Ltd, Kerala
Designation: Deputy Manager

Jan 2007 – Oct 2009

Duties & Responsibilities:

- Monitoring & supervising the day-to-day operations of the branch.
- Acquisition of new accounts and cross-selling Life Insurance/ General Insurance/Credit Card products.
- Managing customer centric banking operation and targeting non-customers & high net worth individuals.
- Ensuring the achievement of set targets for Deposit Mobilization, Insurance, Mutual Funds & Insurance products.
- Aligning the personal goals of the employees with that of the Bank and motivating them to pursue the mission of the Bank.

ICICI Bank, Bangalore
Designation: Officer

May 2005 –Dec 2006

Duties & Responsibilities:

- Responsible for branch operations.
- Handling account opening, fixed deposits & query resolution.
- Acquisition of new accounts and cross-selling Life Insurance/ General Insurance/Credit Card products.
- Ensuring the achievement of set targets for Deposit Mobilization, Insurance, Mutual Funds & Insurance products.

ICICI Bank, Chennai
Designation: Officer

Jan 2004 – Apr 2005

Duties & Responsibilities:

- Coordinating with various departments for smooth functioning of branch operations.
- Handling account opening, fixed deposits & query resolution.
- Acquisition of new accounts and cross-selling Life Insurance/ General Insurance/Credit Card products.
- Ensuring the achievement of set targets for Deposit Mobilization, Insurance, Mutual Funds & Insurance products.

Educational Credentials

- MBA from Satyabhama Deemed University 2003.
- B. Com from University of Calicut 2001.

Other Skills

- Flex cube of I flex/oracle
- Finacle of Infosys
- Tally
- E-Accounting
- CPFA
- Foreign Accounting
- MS Office
- SAP

Personal Profile

Nationality : Indian
Date of Birth : 04/05/1980
Sex : Male
Marital Status : Married
Passport No : V7719988
Languages known: English, Hindi, Tamil and Malayalam.
UAE Driving License : Valid Till July 2023.

Declaration

I hereby declare all the above details are true and correct to the best of my knowledge and belief.

Vikas Vinod