

VISHNU CS

ACCOUNTANT

**Address:**

DAFZA - Dubai,

Phone:

(+971) 544885736

Email: vishnu2c@gmail.com

Languages:

- English
- Malayalam
- Hindi

Driving Licence :

Valid up to 2027

Computer Skills:

- MS Excel
- MS Word
- TALLY ERP-9
- Analyst ERP Software

Passport Details:

Passport No. : T9919092

Date of Issue : 13.11.2019

Date of Expiry : 12.11.2029

Place of Issue : TRIVANDRUM

Visa Status : Visit Visa up to
28.02.2023

Summary

Efficient Accountant with 9+ years of experience with a history of accurately and efficiently supporting accounting activities. Operate effectively in busy and deadline-oriented settings. Proven track record of presenting solutions and securing profitable deals.

Work History

Accountant**9th November 2020 - 28 th Feb 2022****Huzaifa Technical Service LLC**

- Record day to day financial transactions and complete the posting process.
- Receivable/Payable cycle management, tracking and reporting.
- Keeping all accounts up to-date and produce P&L, Balance Sheet and other monthly reports.
- Accounts payable (Invoice matching, Payment issuance, Contracts filing, monthly trial balance, and cash flow forecast)t.
- Verification of Purchase Bills and handling petty cash as per company rules and regulation.
- Employees Payroll creation and overtime preparation in the system and forwarding the SIF file to the bank for salary processing.
- VAT Filing and Verification of Supporting Documents
- Reconciliation of Bank accounts, Supplier account, Customer account, and credit card statement on monthly basis.
- Timely renewal of Employees visa, trade license, vehicle renewal, vehicle insurance etc.

Accountant/Sales**19th September 2018 - 30th July 2020****Avalon International General Trading**

- Collection of Payments from customers and depositing the cheques/ Cash in bank.
- Tracking of shipment on daily basis and reporting to management if there is any changes.
- Warehouse stock management based on shipment.
- Petty Cash statement preparation and bills verifications.
- Preparation of invoices for Customers.

Accountant**1st March 2015 - 30th April 2018****Link Light Electrical Works LLC**

- Petty cash handling.
- Accounts Payable includes processing invoices, following up with vendors and resolving discrepancies in a timely manner.
- Accounts receivables includes prepare statement of accounts, collections on overdue accounts and account reconciliation when required.
- Preparation of leave salary, end of service Benefits and related work

Personal Details:

Date of Birth : 06-07-1989
Sex : Male
Nationality : Indian
Marital Status : Married

**Internal Audit Executive
Muthoot Finance Ltd.****18th February 2013 - 21st April 2014**

- Fixed Asset Auditing.
- Trail Balance Checking.
- Prepare an Audit report and drafting to top management.
- Analyzing and rectification of accounts related problems of branches in North India.
- Perform follow up services based on previous audit report.
- KYC verification.

**Accountant
Reghu Associates****1st April 2010 - 31st May 2012**

- Entering Purchase Bills.
- Ensuring the accuracy of all VAT related returns and dealings.
- Keep up to date on changes in VAT legislation and ensure timely implementation of new rules.
- Petty cash handling.
- PAN Card Application.
- Passing of Payment Entries including drafting reports and submitting to the Top Management.

Skills

- Deadline-oriented
- Data entry management
- General business knowledge
- Attention to Details
- Standards of accounting

Education

M.Com	Madurai Kamaraja University	Jun-12
ICWAI	Southern India Regional Council Trivandrum	Apr-11
B.Com	Kerala University	Apr-10

Declaration

I hereby declare that the above-mentioned details are true to be verified with necessary certificates when needed.

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