

Vinayan P V



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PROFILE SUMMARY

- ❖ B.Com, MBA (Finance & Marketing) with 8 years of experience in Finance and Accounting; performs a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, and reports.
- ❖ Results-oriented sales professional with 2 years of sales/retail experience, looking to leverage the knowledge and education of sales/marketing and maintaining client relationships to exceed goals through ambitious strategies.
- ❖ Detail-oriented, efficient, and organized professional with extensive experience and possess strong analytical and logical approach to problem solving with ability to make well thought out decisions.

AREAS OF EXPERTISE

- ✓ **Accounts Payable & Receivable**
- ✓ **Journal & General Ledger**
- ✓ **Negotiation & Presentation**
- ✓ **Retail Management**
- ✓ **Accounts Reconciliation**
- ✓ **Client Relationships**
- ✓ **Resilience & Persistence**
- ✓ **Commercial Awareness**

PROFESSIONAL EXPERIENCE

- ❖ **Accounts Executive** **Nov 2014 – Present**
Bright Star Construction Materials LLC **Dubai – UAE**
 - Manage accounts receivables, generated monthly A/R statements, collections reports, recorded deposits, follow-up receivables and engage late payers to maximize collection efficiency, maintaining tight credit control and receivables management through direct interaction with major clients.
 - Deal with accounts payables, record, reconcile and pay vendor payments, maintained vendor relationships, managing Petty cash and researching on quotations for various expenditures.
 - Review vouchers & journal entries, Record and ensure general ledger entries are accurate and in line with company procedures & international accounting standards.
 - Managing inventories and maintaining accurate purchase and pricing records, screen purchase orders, perform yearly count of inventory and reconcile actual with database.
 - Prepare day to day bank transactions, bank/account reconciliation, petty cash & weekly cash reports.
 - Dealing with banks for the arrangement of financing facilities, guarantees, short/long term deposits, cash against documents, letter of credit documents to determine compliance with international standards.

- Work with Financial Director in managing accounting records, financial statements, evaluating and managing risk, ensuring compliance with regulations.
- Participate in quarterly VAT returns and year end financial audit, compile and prepare supporting schedules, work papers, and financial reports as requested by auditors.
- Responsible for record and coordinating all HR functions consist of resource identification, work assignment, performance evaluation, training, employee relation, medical/life insurance, and support in payroll preparation by providing relevant information by collecting time and attendance records.
- Work closely with PRO to ensure all business licenses, employment visa, labor contracts and all government aspects of business are implemented in cost effective and timely manner.
- General administration and other responsibilities as designated by management.

❖ **Sales Manager**
S & T Potenza

May 2013 – Jul 2014
Kerala – India

- Designing & implementing regional sales & marketing plans for accomplishment of assigned targets by establishing strong client/ dealer / contractor relationship.
- Responsible for achieving sales target, improve market share and increase sales volumes by establishing dealer network.
- Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
- Conduct market research to identify selling possibilities and evaluate customer needs.
- Create frequent reviews and reports with sales and financial data.
- Train dealers to ensure continual improvement in capability, knowledge, customer service, performance and profitability.
- Responsible for brand promotion activities, identifying growth opportunities, channel expansion and devise regional sales strategies.
- Gain market share by appointing dealers in unrepresented towns and addition in low performing markets.
- Maintain adequate stocks levels at depots under the region, review stock level regularly in line with the business plan.

❖ **Retail Branch Manager**
Stylespa Furniture Limited

Oct 2012 – May2013
Kerala – India

- Organizing all store operations and allocating responsibilities to personnel to uplift the regional sales volume.
- Monitor stock levels, Plan and oversee in-store promotional events and displays.
- Deal with complaints from customers to maintain the store's reputation.
- Develop and train retail sales team members by conducting daily sales observations, weekly report sessions and weekly sales meetings.
- Markets merchandise by studying advertising, sales promotion, and display plans.

- Promotes optimum staff performance by coaching, counseling, and disciplining employees.

❖ **Commercial Assistant**
Oriental Trading/Petroserv Limited

Apr 2008 - Aug 2010
Doha – Qatar

- Receive, review and process purchase requisition from clients, prepare & submit the bid.
- Design Commercial proposal and contracts to customers, analyzes and negotiates proposal with suppliers for efficient delivery of products and services.
- Preparing proposals, negotiating and finalizing contracts and overseeing project teams to ensure on time completion. Sales coordination and general administrative tasks.

❖ **Senior Staff-Accounts**
Blue Dart Express Ltd

Apr 2006 – Feb 2008
Bangalore – India

- Maintain journal entries, ledger accounts and ensure reconciliation of all accounts.
- Handling petty cash, banking, accounts payable, vendor accounts management and cost accounting.
- Manage processes related to A/P and A/R management, bookkeeping, and closing the books on a monthly basis as well as prepare financial reporting and analysis.
- Manual & computerized accounting, Preparation of monthly management reports related to HR, administration, inventory, freight & other financial statements.

EDUCATIONAL QUALIFICATIONS

❖ **Master of Business Administration (MBA)**
Specializations: Finance & Marketing Management

❖ **Bachelor of Commerce (B Com)**

❖ **Certification:**

- Finance Trainer (National Stock Exchange – India)
- Internal Auditor (ISO 9001-2015)

❖ **Technical Skills:** Diploma in Computer Application, Tally ERP & Microsoft Dynamics
(Pursuing)

PERSONAL PROFILE

Date of Birth	: 24 th March 1984
Gender	: Male
Marital Status	: Married
Languages Known	: English, Hindi & Malayalam (native)
Nationality	: Indian (Passport No. M 3061585)
Visa status	: UAE residence visa – valid up to 30/12/2022
General Particulars	: Valid UAE driving license
Permanent address	: Puthiyaparambath (H), Kottila, Kannur, Kerala, India – 670 334