



VINANTHURS

FINANCE AND ACCOUNTS

CAREER OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

GET IN TOUCH

Address Villa No 7/11
Deira, Dubai
United Arab Emirates

Mobile +971 0545056196

Email Id Vinanthurs07@gmail.com

DOB 06/07/1996

Passport No L7676118

Visa Status UAE Visit Visa

LANGUAGE SKILL

English Read, Write, Speak
Malayalam Read, Write, Speak
Hindi Read, Write, Speak

SOFTWARE SKILL

- Tally, Erp 9
- Talent Accounting Software
- Quick Books
- MS Platforms
- MS Outlook
- Adobe photoshop

KEY SKILL

- Team Work
- Communication
- Inventory Management
- Sales Oriented
- Report Preparing
- Liaisoning
- Willing to work Under Pressure

EDUCATIONAL HISTORY

Master Of Commerce

Indira Gandhi National Open University | July 2019 - June 2021

Post Graduate Diploma in International Business Operations

Indira Gandhi National Open University | July 2019 - August 2020

Bachelor of Commerce With Computer Application

Muslim Association College of Arts & Science | July 2015 - April 2018

WORK EXPERIENCE

Accounts Executive

Desert Rat 4X4 | November 2021 - Present (UAE)

- Verified balancing receipts, posted debits, and credits, posted details of transactions, total accounts, and computed interest charges & Prepares Daily Bank Reconciliation Statement
- Preparation of journal entries for posting to general ledger accounts and prepares daily Bank reconcile Statements with Regular PDC Updatons
- Prepare invoices for billing, including totaling numbers, Credit periods, Posting customer payments by recording cash, checks, and credit card transactions
- Prepare a monthly list of all payable transactions to submit to the owner for review
- Recording Daily Income & Expenditure of the Companies
- Prepares Daily Reports of the Company

Assistant Accounts

GoodWill Group of Companies | February 2021 - June 2021 (India)

- Assist with the preparation, analysis and verification of accounting records, financial statements and reports to ensure accuracy
- Record and process employee expense reports
- Ensuring that all checks are received and distributed appropriately on-time at the proper locations & Maintains Regular PDC updatons
- Maintain the general ledger operations & Support the month end close process
- Audit, process and pay vendor invoices in an accurate and timely manner
- Daily Bank Reconciliation, Banking Activities & Cash Operations
- Prepares Daily Cash Books & Daily Voucher Entries
- Prepares Daily Collection Data Reports and Other Daily Reports

Associate Accounts

Malabar Developers | February 2019 - May 2020 (India)

- Prepares Cash Imprests for Office and Sites on Regular Basis
- Banking Activities with regular PDC Updation and Cash Handling
- Follow-up for procurement of cash & Collections from Customers
- Reports Submitting to the Heads regarding the month Expenses
- Quarterly Stock Checking and submitting the reports to the Top Levels
- Handling Highly Confidential Documents of the Companies

REFERENCE

Mr. Niyas Khan J

Manager - Sales & Service

Malabar Developers

Mobile: +91 750866773