



VIGHNESH V RAJEEV

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Professional Summary

Trustworthy Accountant (health care Experienced) with over 4 plus years' experience in accounts and auditing, who works quickly and accurately under tight deadlines with extensive knowledge of Microsoft Dynamics Ax 2012, Concepts (oracle), odoo 11

Skills

- Monthly and Annual Journal Entries
- ERP Software
- Payroll Management
- Accounts Payable
- Account Reconciliation
- Journal Entries

Work History

10.2020 - Current

General Accountant & Procurement Officer

Quality Care Medical Center - Abu Dhabi, UAE

- Payroll Calculation (WPS salary)
- Daily Bank Statement Verification and Reconciliation & making Daily Bank Reports
- VAT Returning and filing
- Handling Accounts Payables
- Petty Cash Handling
- Documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Process Invoices to process payments timely.
- Taking the Quotation from Suppliers Preparing Purchase Order, GRNs and Comparative Statements.
- Verify the accuracy of the invoice checked against purchase order or contract. Ensure the correctness of invoice by following upon the required vendors.
- Code Invoices to the correct general ledger account.
- Initiate new vendor setup when required.
- Organize for the required approval of invoice.
- Create suppliers records in the financial information system.

10.2016 - 10.2020

Assistant Accountant

Al AHALIA Hospital

- Handling Accounts Payables of the group.

- Process Invoices to process payments timely.
- Verify the accuracy of the invoice checked against purchase order or contract .Ensure the correctness of invoice by following upon the required vendors.
- Code Invoices to the correct general ledger account.
- Initiate new vendor setup when required.
- Organize for the required approval of invoice.
- Create suppliers records in the financial information system.
- VAT Returning and filing for the all Establishments of Ahalia Medical Group
VAT Registration Preparing Purchase Order, GRNs and Comparative Statements Stock inspection and monitoring materials requisition
Verification of purchasing orders with 2,3, 4 way matching Monitoring daily cash collection & its deposits to concerned bank accounts.
- Monitoring daily credit card sales receipts and its credit to the concerned bank account.
- Verification of Doctors' Incentive calculations & monthly disbursements.
- Preparation of Bank Transfer letters & Wire Transfer requests to Banks.
- Preparation of Cash flow statements, Bank Reconciliation statement, Inter Branch Reconciliations, etc.
- Petty Cash Handling Reporting to the Finance manager.
- English Hindi Malayalam Read Write Speak Concepts Tally 9 Microsoft Dynamics AX 2012 Communication Team Work Presentation PERSONAL SYNOPSIS.

02.2016 - 09.2016

Assistant Accountant

AHALIA Health, Heritage & Knowledge Village Palakkad

05.2015 - 02.2016

ANIL Associates

Accounts Trainee

05.2014 - 02.2015

Accounts Trainee

Accounting Service Society

Education

2015

SAP Business 1, Accounting And Finance, Accounting Service Society

2014

Bachelor of Commerce, Accounting And Finance, NIRMALA COLLEGE oF INFORMATION TECHNOLOGY - Mahatma Gandhi University ,Kerala India

2011

High School (Commerce), Chentrappinni Higher Secondary School

Languages

English

Upper intermediate (B2)

Hindi

Beginner (A1)

Malayalam

Advanced (C1)

Tamil

Elementary (A2)