

VISHNU SIMHAN J.

Current Location:
Sharjah, UAE

Mobile :00 971 50 648 1034

Email id:vishnusimha3333@gmail.com



CAREER OBJECTIVE

I wish to utilize my education, professional experience and management skills in a way that would be advantageous to both my employer and myself.

CAREER PROFILE

A profit oriented, dedicated, and congenial professional, possessing unique ability to work independently and in a team environment.

Experience: Over 7 years of experience accounts field.

CARRIER SUMMERY:

Company	Designation	Period
Globemed Care LLC, Sahrjah, UAE.	Executive Accounts Assistant	03/01/2017 To 28/02/2021
Master Furniture And Textile Tr. L.L.C, Sharjah.	Accountant	05/09/2014 To 30/11/2016
Citrus Retreats (Kerala) Pvt Ltd	Accountants Assistant Cum Cashier	25/11/2013 To 14/08/2014

PROVEN ROLE AND RESPONSIBILITIES:

General Accounting.

Imprest cash management.

Bills Receivables and Payables.

Liaise with Auditors on Auditing and Accounts Finalization.

Operational activities including Sales Orders/Delivery Note/Invoice and LPO/GR/Purchase

Inventory Management.

Asset Register

Fleet Management.

Bank reconciliation

HR and Payroll

Vat Return

Document Management

MIS Reports

Office management

Sales & collection – Target analysis

Prepare quotation for customers

Maintaining Physical stock and system stock regularly.

Coordinating with the internal and statutory auditors.

Front office bill audit & F& B bill audit

Internal Auditing - Checking of vouchers Includes Invoice bills, Purchase bills, Cheque &

Cash receipts and payments, Journal vouchers, Purchase orders, Stock transfers, Credit

Note & Debit note, Goods received notes, payment advices etc.

Company : SIVA PRASAD AND ASSOCIATES.(Chartered Accountant firm)

Designation : Trainee

Period : June 2013 to November 2013

Roles and Responsibilities

Preparing day to day Accounts up to finalization, various analysis statements, payments, Employees

Payroll, Stock Reconciliation Statements, Inventory Movement Analysis and Involved in finalisation

Of Accounts.

ACADEMIC PROFILE:

Course	Year	College	University/Board
MBA	2011-2013	Institute of Management And Technology, Alappuzha, Kerala (India)	University of Kerala
B.B.A	2008-2011	UIT CENTRE, Alappuzha, Kerala (India)	University of Kerala

TECHNICAL SKILLS:

Operating Systems	Windows
Application Software	Tally ERP 9. , MS-Word, MS-Excel, MS-PowerPoint, Alif system , Protel Server, winhms server

KEY SKILLS:

- Responsible for assigned task and job.

- Confidence to succeed in a highly competitive environment
- Dedicated to assigned task
- Ability to work independently as well as in a team
- Keen observer and good commander

PERSONAL QUALITIES:

- Self motivated
- Positive attitude of life
- Good listener

PERSONAL DETAILS

Nationality : Indian
 Date of Birth : 12-04-1991
 Sex : Male
 Languages : English, Hindi, Malayalam
 Marital Status : Married
 Passport Details : L5427256
 Date of Issue : 07/10/2013
 Date of Expiry : 06/10/2023
 Hobbies : Coin & currency collection , Travelling, Listening to music.

REFERENCE

☐ **Mr.Praveen Rajappan**
 Mobile: +971 559 647 456

☐ **Mr.Arjun**
 Mobile: +971 52 700 4398

☐ **Sivaprasad & Associates**
 Chartered Accountants
 Ph: +91 477- 2263637,2239638

Declaration: I do hereby declare that the above furnished details are true and correct to best of my knowledge and belief.

Vishnu Simhan J

Sharjah, UAE

