Contact Details

VINOD

[Vinod.148850@2freemail.com](mailto:Vinod.148850@2freemail.com)

**Career Summary**



I am a B.com. Graduate with a strong background in financial accounting. I am an experienced Accountant, who has brilliantly managed all aspects of the accounting, from the preparation of Journals to preparation of financial Statements. I have more than seven years of experience as an Accountant at Manufacture Company, Production Industry, and Government Educational Institution. Most recently I have been promoted twice for my best performances. I am a person with the blend of technical and accountant environment, so right now I am looking for an opportunity to apply my technical expertise along with my Accountant skills, for a dynamic and progressive organization.

**Academic Career**

* Certificated Course in Financial Accounting with Tally - CCFAT (A-1 Grade), India
* Bachelor in Commerce (B.Com.), University of Karnataka, India
* Certified Skilled Mechanical Technician (SMT–Qualified), Singapore
* Diploma In Mechanical Engineering, India
* Higher Secondary School Certificate (A-1 Grade), India
* Secondary School Certificate (A-1 Grade), India

**Career Path**

* **GOOD SHEPHERD CONVENT GOVT. COMPOSITE.P.U.COLLEGE, INDIA**

CHIEF ACCOUNTANT AND ASSISTANT ADMIN. – (Jun 2013 to Dec 2016)

ACCOUNTANT – (Jun 2011 to May 2013)

* **AUTOMOTIVE AXLES LIMITED, INDIA**

JUNIOR ACCOUNTANT. – (Feb 2010 to Apr 2011)

* **INFLOW SYSTEMS & SERVICES (S) PTE LTD, SINGAPORE**

PRODUCTION ENGINEER. – (Jun 2006 to Dec 2009) MECHANICAL DRAFTSMAN – (May 2004 to April 2006)

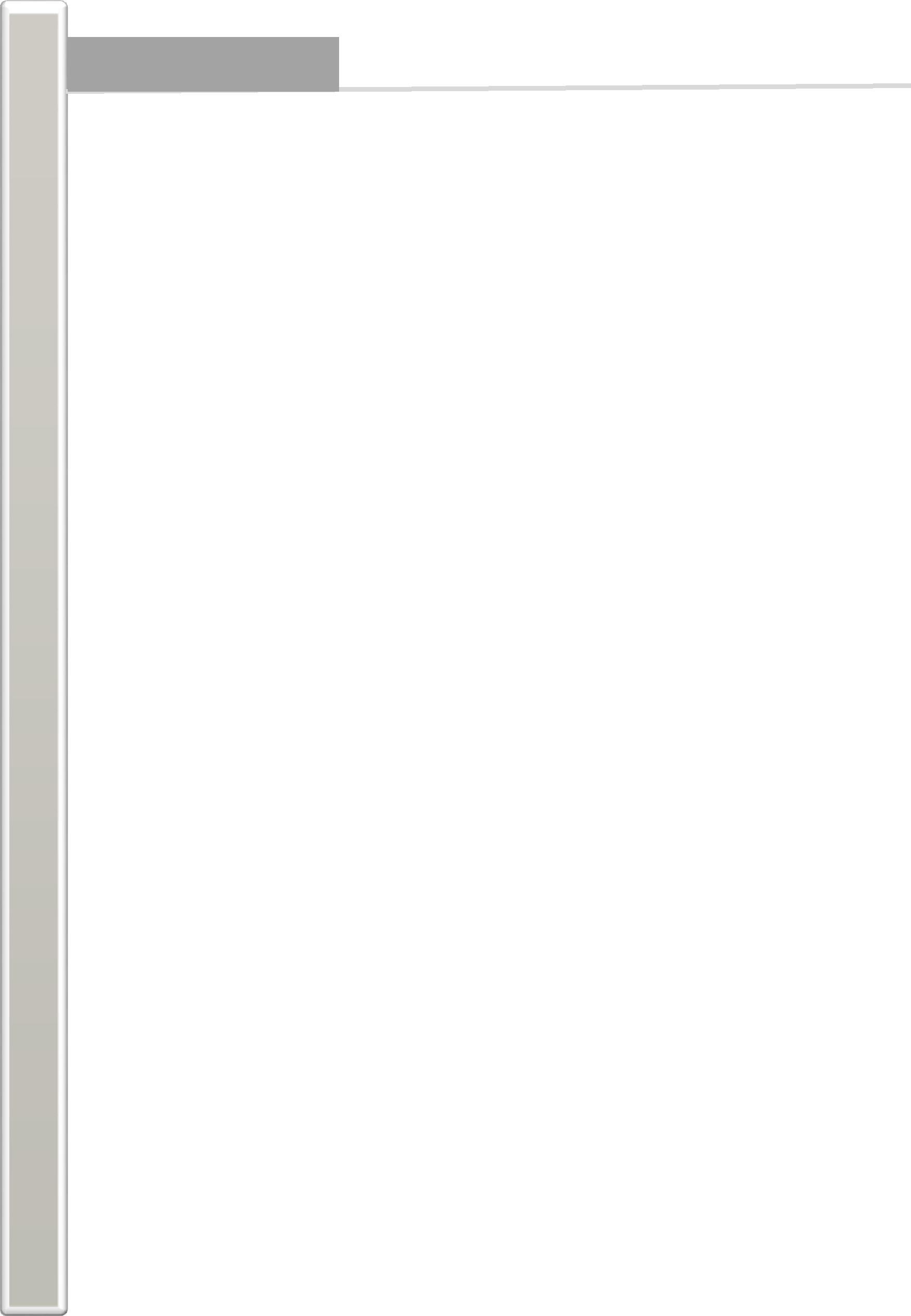
* **BHARAT HEAVY ELECTRICAL LIMITED – BHEL, INDIA**

JUNIOR ACCOUNTANT - PLANNING – (DEC 2003 to Apr 2004)

TRAINEE - FACTORY SERVICES & PLANNING – (AUG 2002 to Nov 2003)

**Key Skills**

* Have excellent Knowledge & Experience of Accounting Cycles from preparation of Journals to preparation of financial Statements.
* Have an ability to work under pressure, can meet strict deadlines with efficiency & accuracy.
* Have excellent knowledge of ERPs & Accounting Software.
* Have fluent skills in monthly closing books of accounts monthly & quarterly provisions.
* Have excellent command on a implementation of comparison reports & preparing annual budgets.
* Highly adept in formulation of Policies & strategies according to the organization requirement.
* Have Strong self-confidence, problem-solving, job task planning and critical thinking skills.
* Having highly professional, competent, & ethical in approach.
* Have got excellent communication & highly fluent in English.

**Professional Experiences**

* **GOOD SHEPHERD CONVENT GOVT. COMPOSITE.P.U.COLLEGE, INDIA**

**CHIEF ACCOUNTANT AND ASSISTANT ADMIN.**

* + Prepared Monthly, Quarterly & Annual Financial Statements.
  + Responsible for reporting to Management Secretary.
  + Coordinated with Bank authorities for all the day to day Issues.
  + Prepared investment appraisals & implementing strategies to improve working capital.
  + Directed internal audits involving there view of accounting and administrative controls.
  + Analyzed the data to develop effective strategic policy.
  + Provided recommendations for coming year & implementing controls by effective budgeting & forecasting.
  + Assisted external auditors in yearly audit.
  + Prepared of asset report, income & expenditure report.
  + Implemented student tracking system, school management software, controls, & systems.
  + Arranged for programs, functions, and staff, parents meetings.
* **GOOD SHEPHERD CONVENT GOVT. COMPOSITE.P.U.COLLEGE, INDIA**

**ACCOUNTANT**

* + Maintained books of accounts.
  + Managed all Accounts Payables & Accounts Receivables
  + Maintained payroll & Petty Cash expenses & fund transfer-RTGS, NEFT.
  + Carried out Bank reconciliation & finalization of accounts.
  + Responsible for fee collection & voucher invoice.
  + Invited quotations, tenders for the supply of machine needs and maintenance services.
    - Prepared letters correspondence in office, clients and suppliers regarding confirmations.
    - Interacted with suppliers, regarding negotiations of products and machines, issue purchase order, payments.
* **AUTOMOTIVE AXLES LIMITED, INDIA**

**JUNIOR ACCOUNTANT**

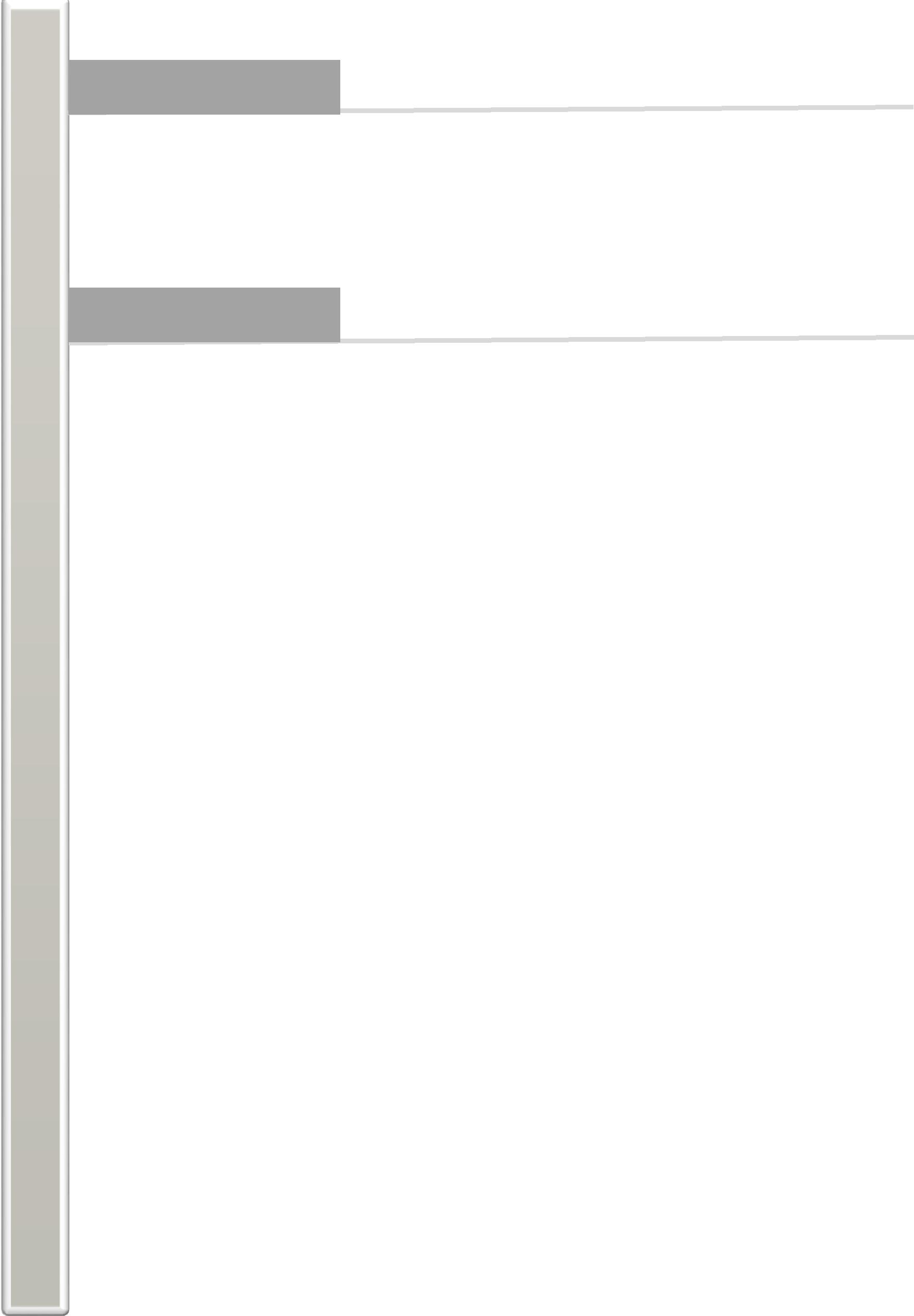
* + Maintained of the general ledger and related accounts with proper documentation and records of bank transactions
  + Responsible for reporting to Chief Financial Officer.
  + Prepared monthly bank reconciliations.
  + Maintained preparing payroll, estimates, tender documents, running & final bills
* **INFLOW SYSTEMS & SERVICES (S) PTE LTD, SINGAPORE**

**PRODUCTION ENGINEER**

* + Explained & allotted brake up drawings to workshop & explaining for easy understanding.
  + Procurement of raw materials, tools, & equipment’s.
  + Assigning duties and shifts to section staff.
  + Scheduled weekly, monthly maintenance of machineries.
  + Informed to management regarding production related purchases, quality control.
  + Intimated management regarding up-to-date on the status of the work process.
  + Ensuring customer requirement by joint analysis with R&D.
  + Interaction with Clients to meet their design & production requirements.
* **INFLOW SYSTEMS & SERVICES (S) PTE LTD, SINGAPORE**

**MECHANICAL DRAFTSMAN**

* + Visiting the client’s spot for complete survey & detailed layout measurements.
  + Designing of the clean room machine structures and assembly lines.
  + Creation of detail assembly & machine manufacturing drawings using AutoCAD.
  + Providing brake up drawings to workshop & explaining for easy understanding.
  + Designing tool for Ultrasonic welding machines & creation of Bill of Material.

**Computer skills**

* Excellent knowledge, experience, & understanding of MS Office & Outlook.
* Excellent command on Accounting Software as Tally-ERP’s, AutoCAD-(R14 & R2000), Electrical/Mechanical Drafting.

**Personal Information**

|  |  |  |
| --- | --- | --- |
| • | Father Name | : Mr. Fedrick D’Souza |
| • |  |  |
| • | Gender | : Male |
| • | Marital Status | : Married |
| • | Nationality | : Indian |
| • | Language known | : English, Hindi, Urdu, Konkani, Kannada & Tamil |
|  |  |  |
| • |  |  |
| • | Visa Status | : Long term visit visa |
| • |

I certify that the information above written is true and correct according to the best of my knowledge.

*Vinod*