***Vineet***



[***Vineet.171526@2freemail.com***](mailto:Vineet.171526@2freemail.com)

**CAREER OBJECTIVES:**

To take up a challenging career grows with honesty, loyalty, good relationship and best performance, and translate my experience, knowledge, skills and potential in to the value for an Organization.

**APTITUDE AND SKILLS:**

* Excellent organizational and motivational skills. Positive and professional approach.
* Excellent team leader qualities and ability to get the work done through self initiative and guidance.
* Ability to prioritize and organize functions on daily basis.
* Ability in meeting deadlines deliverables while achieving excellence and quality of work.

**PROFESSIONAL PROFILE:**

* Vast experience 14.09 years **(UAE- 6 Years**) in accountancy and finalisation of accounts.
* Credit Control and Collections with a focus to control the age debts of the organisation
* Self- motivated and able to function well independently or in a group environment.
* Keen for new experience, responsibility and accountability.

**CAREER HISTORY:**

**From August 2012 (Currently Working)**

**Oceaneering International Services Ltd, Chandigarh (Oil penetration & submarine parts trading)**

**Job profile: GL Accountant**

***Roles and Responsibilities:***

* Responsible for weekly pay run & forecasting of AP payments for different location such as Africa, UK, Middle East, Asia, Australia, US, Europe. AP accruals, vendor set ups, updation of vendor master file for banking information, Debit balance report, and handling query of vendor for payments.
* Reporting on cash flow & forecasting, MIS, Flux report, Credit Balance, P&L Statement, Overdue report, Balance Sheet Schedules- depreciation, prepaid, advances, outstanding - etc.
* Responsible for Disbursement-Online payments Vendor, Tax, Fund Transfer, Liasoning with bankers for new bank account opening in different location, Maintain fixed assets register, Assets-reconciliation, capitalization, addition, transfers, dispose off, Computation & Remittance of Taxes-WHT & VAT for Nigeria, Ghana,Romania,Tanzania, South Africa, Payroll Tax & Social Security-Tanzania, Congo, S. Africa, Egypt, Senegal, Ghana, Georgia, Indian Taxation- TDS & Service Tax-Computation & Remittance, Filing the returns of the same.
* Calculation of ERD & Revaluation for foreign currencies transactions, monthly payroll, reconciliation of control a/c for AP, AR, Inter unit, Inventory, AM accounts, Tax ,Bank & Petty cash.
* Preparing SOP, Dash board of above activities to track progress and measure quality of work.

**January 2012 to July -2012**

**Centralized Spare Parts Trading, RAKFTZ,UAE (Deal in Automobile parts trading.)**

**Job profile: Asst. Accounting Manager**

**Roles and Responsibilities**

* Drawing income statement and Balance Sheet, Cash Flow, MIS, Monthly Sales & Ageing report.
* Conducting reviews for cost-reduction opportunities & efficient utilization of working capital to reduce financing costs.
* Monthly review of provision for depreciation, freight cost, air fare, leave salary, gratuity & finalizing monthly payroll and it’s payment through WPS, End of service benefits, Leave Salary & Airfare.
* Maintaining Fixed Asset Register, Liaising with auditors and Scrutiny of balance sheet accounts.
* HR jobs-fallow ups for refunds/new visa status/amendments/cancellation of visa with free zone authorities.
* Performs a leadership role in providing guidance to the accounting staff & participating in the annual budgeting process.

**March-2010 to Dec 2011**

**M. H. Enterprises LLC, Dubai (Deal in Food stuff & Chemicals Trading)**

**Job profile: Accounts Executive (Receivables)**

***Roles and Responsibilities***

* Responsible for the processing & verification of receipts, credit claims & notes, refunds, customer set ups, month ending, creating & posting of journal entries, booking of invoices, reconciliations and yearend audit.
* Reviews and resolve nonpayment issues/disputes and negotiate to bring payment into line with set terms, set and monitor credit limit , balance confirmation from debtors, write –off of small amounts to clean accounts.
* Fallow up of customer accounts by sending monthly statement, email reminders, telephone calls & issuance of warning letters on overdue accounts.
* Assist in developing & reviewing company credit policy in liaison with sales, finance & purchasing management.
* Obtain sufficient information to assess the creditworthiness of new & existing customers & identify accounts that will require special attention.
* Suggest stop the supply of goods to overdue accounts & protect company’s interest at debtors meeting relating to insolvent customers.
* Coordination with lawyer for legal action for bad debts recovery.

**June 2006 to February 2010**

**Bhatia Brothers LLC, Dubai (Construction based item trading)**

**Job profile: Accounts Executive**

**Roles and Responsibilities**

* Creating, maintaining and managing the financial accounting, monitoring and reporting system.
* Reporting on cash flow, operation expenses & outstanding invoices and cash –flow management to meet financial obligations.
* Fallow- up of the due/overdue invoices with the customers & handling their/salesmen quarries regarding accounts, bounce chq matters & notices for recovery of bad debts.
* Responsible for drawing of MIS, P&L statement ,cash flow, Salaries remittance of employees, daily collection report, balance sheet schedules as staff controls a/c, accruals-, provision for leave salary, airfare, gratuity, bonus, incentives, depreciation, reconciliation for bank, inter unit, debtors, creditors, calculation of Gratuity, Leave salary, correspondence & fallow –up for vehicles & medical insurance.
* Processing the supplier payment after cross checking with LPO and corresponding for delivery of material, new orders & bank detail.
* Maintain fixed asset register, vendor/customer set up in system, credit limit.

**July 2003 to May 2006**

**Etrastar Hardware Ltd, Noida-India (Manufacturer of Building Hardware)**

**Job profile: Accountant**

***Roles and Responsibilities***

* Preparation of pay roll, issuing “C” sales tax certificate, maintaining ESI & PF register assessment & filling the returns of the same as well as VAT, TDS & service tax.
* Bank and inter-branch, Tax account reconciliation, booking of invoices- purchase & sales, recording of payments & receipts.
* Involved in the process of finalization of monthly & annual accounts and financial reports preparation.
* Physical verification of inventories and report to management for any variance.

**January 2001 to March 2003**

**Badrinarayan Rubbers Pvt Ltd, Gwalior (Manufacturer of Rubber Powder)**

**Job profile: Accounts Assistant**

***Roles and Responsibilities***

* Managed accounts using tally accounting software.
* Preparation of daily production report, overtime & payroll report, tax invoices, vouchers, CN/DN & BRS.
* Filing returns with Tax authorities-TDS,Sales Tax, Central Excise, attending Tax assessment etc.
* Posting of purchases & Sales invoices, Journal entries, maintaining ESI & PF Register & filing the returns.

**ACADEMIA:**

* Bachelor of Commerce from Jiwaji Rao University, Gwalior (M.P.) in 1997 having main subject as **Advance Accountancy, Auditing & income Tax**.
* Bachelor of Law & Legislation from Jiwaji Rao University, Gwalior(M.P.) in 2000 having main subject as **Company Law, Law of Contract & Civil Law.**

**TECHNICAL:**

* Post Graduate Diploma in Computer Programming & Application (1998) from A. I. S.E.C.T
* Proficient in Accounting Software- Oracle based PeopleSoft ERP Tally, Orion, Sun system-ERP etc and can learn any other Software fairly fast.
* Software Tools: MSOffice(Word, Excel & Power point)

**PERSONAL DOSSIER:**

Sex : Male

Nationality : Indian

Marital Status : Married

Date of Birth : 22nd January 1977

Languages known : English, Hindi