Viji

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**CAREER SUMMARY**

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and help me achieve personal as well as organizational goals and to pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth.

**CAREER PROFILE:**

-Detail-oriented, efficient and organized professional with extensive experience in accounting systems.

-Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.

-Excellent written and verbal communication skills.

-Highly trustworthy, discreet and ethical.

-Resourceful in the completion of projects, effective at multi-tasking

**EXPERIENCE**

**ACCOUNTANT (26 AUG 2013 TILL DATE)**

**DEANS INTERNATIONAL SCHOOL ,AJMAN**

-Responsible for journal entries, account payables, accounts receivables etc.

-Preparation of Monthly Financial reports, MIS like Daily Collection Report, Monthly Petty cash expenditure details, Overall Due status, Refunds Statement , student record etc.
-Maintaining books of accounts -Assigning entries to proper accounts

-Bank Reconciliation Statement.

-Preparation of staff attendance, maintaining leave records for the employees.
-Preparation of all types of vouchers

-Preparing and analyzing accounting records and financial statements reports

-Handling ledger accounts and keeping the check for any invoices or payments

-Handling payroll of 200 employees’.
-Maintaining track record of company’s expenses.
-Assisted In carrying out Company’s internal Audit.
Package –Al ameen

**ACCOUNTANT (April 2013-25 AUG 2013)**

**CHERRY TECHNICAL CONTRACTING COMPANY LLC, SHARJAH**

-Managed accounting entries-journal and ledger

-Performed accounts payable functions for construction expenses.

-Managed vendor accounts, generating weekly on demand cheques.

-Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Accounts Payable and Receivable.

-Created budgets and forecasts for the management group.

-Ensured compliance with accounting deadlines.

-Coordinated monthly payroll functions for 200+ employees.

-Bank reconciliation

-Helped generate financial statements.

**ACCOUNTANT, 2011-2013**

**MARTHOMA SENIOR SECONDARY SCHOOL (CBSE, NEW DELHI ), KOZHENCHERRY, INDIA**

* ***School Accounts***

-Analyze and transit the manual records to the computerized accounting system.
-Responsible for the installation, modification of computer software conversions and up gradations.
-Process A/P, A/R, and cash receipts into the G/L system.
-Preparing spreadsheets macros and filtering.
-Manage the collections and bank statements reconciliation.
-Responsible for performing weekly and monthly closings and creating chart of accounts.
-Prepare trial balance and balance sheet.
-Responsible for monitoring and managing the company’s cash flow.
-Act as a liaison between the company and CPA firm.

**ACCOUNTANT, 2007-2011**

**EMINENCE PUBLIC SCHOOL (CBSE, NEW DELHI BOARD), PANDALAM, INDIA**

* ***School Accounts***

 -Writing up of book and finalization of accounts of Trading, Manufacturing, Service and Nonprofit Organization.
 -Preparation and Maintenance of various registers like Purchase Register, Sales Register, Journal Register, Debit Note Register, Credit Note Register, Stock Register, Post Date Cheque (PDC)Register, Receipt Register(RR),Payment Register(PR),Demand Collection Balance(DCB)registers, etc.
 - Preparation of various Accounting Reports like Ageing Analysis, Income &Expenditure Statements, Bank Reconciliation Statement etc.
 - Other relevant Accounting works.

**ACCOUNTANT, 2004-2006**

**REGENCY GROUP, DUBAI**

* ***In charge of the company accounts***

 -Managed accounts payable, accounts receivable, and payroll departments.

 -Generated budgets and forecasts on a quarterly basis and presented to the management team.

 -Prepared annual company accounts and rep

 -Managed payroll function for 140 employees.

 -Monitored and recorded company expenses.

 -Performed general office duties and administrative tasks.

 -Prepared weekly confidential sales reports for presentation to management.

 -Managed the internal and external mail function

 -Scheduled client appointments and maintained up-to-date confidential client files.

 -Recording transactions in daily basis in Tally

**ACCOUNTANT, 2002-2004**

**B M TRADING, DUBAI**

-Responsible for journal entries, account payables etc.
-Responsible for processing tour and expense reports.
-Check the accuracy of invoices and payroll transactions.
-Supervise the work force.
-Participate in recruitment and provide training to the new joiners.
-Responsible for providing task to the staff.

**EDUCATION**

B.Ed Degree - First class-61%

(M.G. University, September- 2008)

St. Mary’s Women’s College For Teacher Education, Thiruvella, India

M.Com Degree - First class-62%

(M.G. University, May-2002)

St. Thomas College, Kozhencherry, india

B.Com Degree - First class-62%

(M.G. University, April-2000)

St. Thomas College, Kozhencherry, India

Pre-Degree (M.G .University, April-1997)- Second class

Marthoma College, Thiruvella.

S.S.L.C. (March-1995)- Second class

St. Anne’s Girls High School, Chenganoor, india

**TECHNICAL QUALIFICATION**

Diploma in Computerized Financial Accounting (May-2002) First class-66%

Datapro Infoworld Ltd, Kozhencherry, India

Ms office-Word, Excel , Powerpoint

Internet

Accounting Package-Tally, Al Ameen

**PERSONAL DETAILS**

Nationality : Indian

Date of birth : 09-01-1979

Visa Status : Residence Visa

Marital Status : Married

Languages : English and Malayalam