**VIJU**

Dubai, United Arab Emirates

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**PROFILE SUMMARY**

* A competent professional with over**11 years of experienced (including 7 Years’ Experience in UAE)** in Finance & Accounts, MIS Documentation, Accounts Payable / Receivable, Bank Reconciliation, and all the accounting transactions up to finalization.
* Currently associated with **Obi Worldphone (MENA), UAE as Senior Accountant (Corporate Office)**
* Proficient in analyzing financial reports, stringent cost reduction measures, LC creation and banking transactions.
* Persuasive and concise communicator having verifiable track record in modifying complex technical information and supervised subordinates for greater productivity.
* An effective communicator with honed interpersonal, analytical and motivational skills.
* Excellent Experience in **Microsoft Dynamic Navision/Tally ERP/ MS Office** and other Operating programs

**KEY SKILLS**

|  |  |  |
| --- | --- | --- |
| * Financial Analysis | * Financial Reporting | * Letter of Credit |
| * Budget & Cash Flow | * Receivables & Payables | * Payroll |
| * Financial Statements | * Reporting & Documentation | * Audit Procedures |
| * Bank Reconciliations | * Inventory Control & Costing | * MIS Reporting |
| * Inventory & Costing | * Tally9 & Dynamic Navision | * MS Office, Excel |

**Obi Worldphone - Dubai UAE (December 2014-Till Date)**

**Obi Worldphone**- Multinational mobiles phonemanufacturer and trading company head quartered in Dubai.

**SENIOR ACCOUNTANT**

* Preparing Export LC and further coordinating with bank for finance options.
* Schedule daily banking transactions like online transfers and local payments and follow up with bank.
* Monitoring & approving expenses and payments from all departments.
* Planning and executing cash flow and implementing process flow with top management.
* Running Payroll for UAE and other subsidiaries.
* Review distributor’s payments, promotional expenses & reconciling accounts on regular basis.
* Maintaining proper costing system of inventory and reviewing the profitability for pricing and promotions.
* Preparing Monthly P&L, Balance Sheet and Other Group consolidation reporting packages.
* Making the financial reports for internal & external Auditors.
* Reconciling Intercompany transactions periodically.

**Girbau Middle East FZCO, Dubai-UAE (June, 2012 – November, 2014)**

**Girbau Middle East FZCO** Headquartered at Spain, deals in industrial & commercial Laundry machineries trading.

SENIOR ACCOUNTANT

* Planning and executing the cash flow and reporting to top management.
* Coordinating daily banking transactions and preparing monthly bank reconciliation statements.
* Regular follow ups payables & receivables of the company and also reconciling accounts
* Preparing monthly salary & settlement of employees through WPS.
* Physical stock verification and system inventory at regular intervals.
* Calculating Costing of the machineries and spare parts and review the profitability of each item.
* Making monthly closing entries and prepare expense & income comparison reports
* Preparing Monthly P&L account, Balance sheet and Cash flow statement of the companies and reporting to Spain Head office.
* Coordinating & verifying the Export LC documents
* Making the financial reports for audit performed by external Auditors.

**Al Manama Group of companies, Ajman-UAE (June, 2009 – May, 2012)**

**Al Manama Group**-Leading retail business & education institutions in UAE & India

ACCOUNTANT

* Examining and monitoring the sales reports of assigned branches.
* Examining and verifying the payables & receivables.
* Verifying bank transactions and preparing bank reconciliation statements.
* Coordinating monthly payroll functions for 2000+ employees of entire organization.
* Following up Debtors / Creditors and reconciling their accounts.
* Making Monthly expense & income reports and other consolidated reports. Preparing financial reports for entire group of companies.
* Assisting Finance Manager for analysis of audit performed by external Auditors.
* Hands on involvement in migration from Tally to Microsoft Dynamic Navision (ERP) for bakery manufacturing unit.

**Popees Baby Care Products, India (May, 2005 – May, 2009)**

**Popees Baby care product**– manufactures& trading of apparel and baby care products in India

ACCOUNTANT

* Verifying and examine the daily sales report, collections and expenses of field staff.
* Daily banking activities, verifying bank transactions and making bank reconciliation statement.
* Salary preparation, salary settlement work of the company.
* Following up of Debtors / Creditors and reconciling their accounts.
* Preparing annual financial reports for top management.

**EDUCATION:**

Bachelor of Commerce (B.COM), June 2004, Calicut University.

Operating Systems: Windows Platforms on PC & LAN Environment- MS Office (Word, Excel, Outlook & PowerPoint)

Accounting Packages: Microsoft Dynamic Navision, Oracle and Tally ERP

**PERSONAL DETAILS**

Date of Birth: 13-04-1984

Marital Status: Single

Nationality: Indian

Language: English, Malayalam, Hindi and Tamil

Visa Status: Employment Visa - Free zone

**Driving License: Valid UAE driving license**