**CV No 1943970**

**CURRICULUM VITA**

**Kumar**

**Career Summary**

MBA-Finance with 11+ years experience in various fields of accounts & finance in domestic as well as overseas.

**Key Skills:**

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| --- | --- | --- |
| [Accounting](http://hubpages.com/business/accounting/810) Management | MIS | Tally ERP 9.0 |
| Financial Management | Accounts Payable | SAP-MM |
| Inventory Management | Accounts Receivables | JDE Oracle - SW |
| Logistics Management | Banking | Ms-Word |
| Purchase Management | Fund Planning | Ms-Excel |
| Tax Management | Costing & Budgeting | Email/ Outlook |

**Educational Qualification**

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| --- | --- | --- | --- |
| Examination | Institute | Year of Passing | Score - % |
| B Com | Kerala University | 2005 | 50% |
| M Com | Kerala University | 2008 | 60% |
| Diploma in Management | Ignou | 2010 | 62% |
| MBA - Finance | Ignou | 2012 | 59% |

**Computer Proficiency**

* Experienced in MS Office products for Office Documentations.
* Experienced in Internet & Email/outlook.
* Experienced in Tally Accounting Software Version (7.2 & 9.0)
* Experienced in Operating System in Microsoft Windows & XP
* Experienced in JDE Oracle Software (People Soft)
* Experienced in SAP MM Module (fundamental

**Work Experience**

Total Experience – 11 +Years…

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| --- | --- | --- | --- | --- |
| Organization | Nature of Business | Designation | Working period | Duration |
| M/s.Chidambaram & Co - Trivandrum | Audit Firm | Audit Asst | 01.08. 2005 to 31.12. 2006 | 16 Months |
| M/s. Executive Coach Builders India Pvt Ltd.–Chennai-India | Limousine Car Manufacturing | Accountant | 02.01.2007 to 31.10.2008 | 22 Months |
| M/s. National Contracting Company Limited. – Saudi Arabia | Electro Mechanical Construction | Senior Accountant asst. | 27.12.2008 to 15.04.2015 | 6.4 Years |
| - | Entrepreneur-driven venture, supported by kswdc, IL&FS | Asst. Finance Manager | 13.05.2015 to still |  |

**Work Exposure**

**Current Profile**

* Monitoring and review of books of accounts and related systems to reports for accuracy and completeness. Clearing of sub-contractors (or) vendor’s bill accounting, payments and ledgers scrutiny and handling reconciliation of debtor & creditors outstanding. Reconciliation of Tally Accounts Data on timely basis.
* Preparation of monthly Budget and tracking of Spending based on Budget. Receivables follow up with Sales Team. Closing of Sales with Signoff formats from Customers and Centers. Delivery Schedule Monitoring and alerting.BOM Review – Project Cost Review.
* Day to day banking work like NEFT, RTGS, TRF. Preparation of projects forecasting reports as per the requirements Interact with internal and external auditors in completing audits. Accounts Finalization and Statutory taxations like, TDS, Sales tax & Income Tax, Service Tax, Etc.
* Cost controlling measures to be taken timely. Preparation of project evaluation report. Resolution of finance related queries Assist with end of year preparation and procedures and Provide financial support to team members.
* Assisting in the production of financial statements and applications, preparation of spreadsheets, reports and correspondence as required. Payment processing of outflows. Working closely with the Finance Manager to ensure smooth operation of all finance matters. Supporting the Finance Manager by inputting into sales and purchase ledgers from source documents.
* Manage payroll and MPF matters for Company, business units and subsidiaries; Complete tax filings and dealing with matters; Recommend and maintain a system of policies and procedures that impose an adequate level of control over Finance Department activities
* Creating solutions to new financial challenges by applying financial/treasury knowledge. Liaising with other departments and business units on a range of issues.
* Preparing financial reports and submissions to relevant government entities; Arranging financial audits and reviews as required; Banking money and cheques received and issuing receipts as requested or needed

**Previous Worked Profile**

* To prepare various ledgers, journals, registers and other fiscal records; allocates revenues to appropriate functions; classifies expenditures and posts to various accounts as required.
* Voucher preparations, book keepings, etc. Day to day banking work.
* Invoicing and other accounting related work.
* Prepares asset, liability, and capital account entries by compiling and analyzing account information. Recommends financial actions by analyzing accounting options. Preparation of various type accounting entries like Journal, Contract, Payment, Receipt Etc.
* Calculation of TDS and timely payment /Calculation of Service Tax & Return.
* Party Account reconciliation & Bank reconciliation./Maintaining book keeping & tally./Finalization of Accounts. /Providing training and assistance to new candidates./Maintaining monthly, weekly and daily report of transactions
* Assisting with the completion of tax audit engagements.
* Learning a thorough knowledge of the Client’s business and related needs.
* Preparing financial statements, and management letters in accordance with professional and Firm standards.

**Personal Details**

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| --- | --- |
| Sex | Male |
| Age | 31 Years |
| Date of Birth | 31.05.1985 |
| Nationality | Indian |
| Mother Tongue | Malayalam |
| Marital Status | Married |
| Father’s Name | B. Vijaya Kumaran Nair |
| Languages Known | English, Malayalam, Hindi & Tamil |
| Written Language skill | English, Malayalam & Hindi |
| Place of issue | Trivandrum |
| Date of Issue | 26.02.2016 |
| Date of Expiry | 25.02.2026 |
| Expecting Salary | Negotiable |
| Preferred Location | Trivandrum |
| Notice Period | 30 Days |
| Hobbies | Cricket playing / Bike / Car riding Etc. |
| Total Years of Experience | 11+ Years |

**Declaration**

I do hereby declare that the above mentioned details are true to the best of my knowledge & belief.

**Vipin kumar.V Date: 20.11.2016  
S/d**

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| **Vipin Kumar.V – CV No 1943970**  To interview this candidate, please send your company name, vacancy and salary offered details along with this or other CV Reference Numbers that you may have short listed from  <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidates to ensure their availability for your vacancy and send you our service HR Consulting Fees quotation for your approval. Whatsapp +971504753686  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |