====================== PASSION **==================**

VINOJ

[Vinoj.344022@2freemail.com](mailto:Vinoj.344022@2freemail.com)

**Personal Profile**

DOB : 21-02-1982

Gender : Male

Nationality : Indian

Marital Status : Married

**For Communication**

Vinoj.344022

**Languages Known**

English, Hindi, Malayalam & Tamil

**Passport Details**

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Date of Issue : 15/11/2007

Date of Expiry: 14/11/2017

Place of Issue : Cochin

**U.A.E Driving License**

**Visa Status**

Employment Visa

Valid up to 31/05/2017

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Versatile team player eager to contribute a strong finance, accounting, & administrative background toward actively supporting the success of a progressive organization offering opportunities for growth in exchange for superior performance

**===========** EDUCATIONAL ACHIEVEMENTS **============**

* **Financial Analysis ( Zabeel Institute Dubai)**
* **B.Com** with specialization **Costing& Accounting**

Mahatma Gandhi University, Kottayam, Kerala, India.

=============== EMPLOYMENT HISTORY ===================

KEYS PLEASE HOLIDAY HOMES RENTAL

**June 1st 2015 till Date *Designation: General Accountant***

***& Operations Incharge***

Keys Please Holiday Homes is a Holiday Homes Company licensed by DTCM, Company is handling more than 50 Apartments and 5 Villa in different area of Dubai (Marina, Down Town, Palm Jumeirah etc).

* Managing Company Operations
* Managing and finalization of monthly accounts and giving various MIS . reports to General Manager
* Preparation of Cash flow statements & Budgets for Bank finance and new Apartment Listing
* Collecting Documents from Landlords for Listing the Apartment and licensing with DTCM
* Analyzing Apartment wise and area wise revenue.
* Sales report and income report preparation for the Landlords.
* Preparation of location wise profitability statements, comparing it with the **b**udgets and giving variance reports to different Landlords.
* Monitoring Guest rental agreements and collection
* Responsible for Accounts Payables, Utility bill payments, Monitoring Accounts Receivables, following up with sales persons for receivables.
* Monitoring of monthly sales and Landlord Payments
* Monitoring Hotel Reservations and collection
* Review of works done by the subordinates.
* Reconciliation of bank statements, sales and collection of various locations
* Checking of monthly Pay Roll., Preparation of Leave settlements of employees who are going on leave and final settlements of employees at the time of contract termination.
* Employees File creation including WPS data, Insurance, Ticket allowances

Leave salary, supporting offers, Letters.

* Handling HR Department, including Offer letter preparation, Employment

Visa Processing, cancellation and modification of labour contracts

* Close communication with Host, Housekeeping Department and other sales people for the internal reports.
* Keeping a close Communication with banks, Landlords and suppliers.
* Preparation, Reconciliation and payment of DTCM monthly fees to Dubai Tourism

M/s. al rais group of companies ( AL Rais rent a car L.L.C, M/s. AL Rais TOURS & HOLIDAYS L.L.C in dubai)

**Feb 1st 2008 to 31st Jan 2015 *Designation: Chief Accountant***

A division of AL Rais group of Companies L.L.C., Al Rais Rent a Car having business in two locations and total of 300 fleet’s strength. The Company is mainly involved in rent a car services. Daily, weekly, monthly, yearly, Lease and Chauffeur services are providing by the Company.

* Managing and finalization of monthly accounts, and giving various MIS reports to Group financial controller and General Manager.
* Preparation of Cash flow statements & Budgets for Bank finance.
* Analyzing vehicle wise revenue and expenses.
* Preparation of Purchase plan based on vehicle Price and customer requirement.
* Preparation of location wise profitability statements, comparing it with the budgets and giving variance reports.
* Responsible for Accounts Payables, Monitoring Accounts Receivables, following up with sales persons for payments, sorting out the problems with overdue customers, ensuring before or if there is a credit facility granted to the customer the current sale is within the facility agreed.
* Monitoring of monthly sales and collection targets for each locations.
* Review of works done by the subordinates.
* Reconciliation of bank statements, sales and collection of various locations
* Checking of monthly Pay Roll., Preparation of Leave settlements of employees who are going on leave and final settlements of employees at the time of termination.
* Close communication with fleet supervisor, Traffic fines department and other sales people for the internal reports.
* Keeping a close Communication with banks, insurance companies and suppliers.

AL Rais Tours & Holidays having business in four locations including Three Airport Terminals in Dubai. Tours, Hotel reservations and Inbound Visa are the main services providing by the Company.

* Reconciliation of visa account with EDNRD online line account.
* Verifying Hotel invoices with the reservation Vouchers.
* Monitoring Payables & Receivables, Reconciliation of each accounts on monthly basis.
* Monthly Reconciliation of Bank accounts
* Preparing customer wise, Nationality wise & Location wise MIS reports.
* Managing and finalization of monthly accounts, and giving various MIS reports to Group financial controller and General Manager.

**M/s. T John College, Bangalore, Karnataka, India**

**July 2006 to Nov 2007 Designation: Accounts Manager**

Employed with M/s. T John College, Bangalore, It is an educational Institution having different type of Professional Courses like BDS, MBA, BBA, BHM, B.Pham, M.Phil etc.

* Responsible for collecting education fees, exam fees and other management fees.
* Checking Attendance of each employee and preparing payroll.
* Assisting new employee to open account in bank for their salary transfer.
* Verifying department wise stock ledger and status of the stock.
* Responsible for all cash and bank transactions.
* Purchasing lab materials based on the requirement.
* Preparation of monthly reports to management and finalization of accounts to auditors.
* Dealing with central and Sales Tax Departments.

**M/s. Desire Homes Pvt.Limited, Kottayam. Kerala,India**

**Sept 2005 to June 2006 Designation: Accountant cum Marketing assistant**

Employed with M/s. Desire Homes, Kerala, The Company is mainly involved in construction of residential apartments and villas in central kerala and having a strong foundation in architecture and interior design.

* Responsible for all cash and bank transactions.
* Managing accounts Receivables and Payables.
* Handling all the material purchases.
* Preparation of cost and profit analysis for running projects.
* Preparation of monthly reports to management and finalization of accounts to auditors.
* Dealing with central and Sales Tax Departments.
* To interact with advertisement agencies and other media sectors for advertisement work.
* Assisting sales team to communicate with prospective customers about the projects.
* To assistance in documentation process and housing loan arrangements for clients.
* Keeping a good relation with clients and colleagues to satisfy their requirements.

**M/s. George and Shajan , Chartered Accountants, Kottayam, India.**

**June 2003 to Aug 2005. Designation: Audit Assistant**

* Assistant in Internal Audits and statutory audits of various reputed organizations.
* Verifying P & L and Balance sheet with Trial Balance

**Computer Proficiency**

* E-drive solution (Oracle based Capital Module)
* Peach tree
* Tally 7.2
* M.S.Office

**Personal Summary**

* Positive, Pro active and can do attitude
* Energetic, self motivated
* Effective communication, problem solving and interpersonal skills
* Ability to work flexibly, independently and multitask.

**Declaration:**

I do hereby declare that the above-mentioned facts are true and correct to the best of my knowledge and belief