**Accountant with almost 2 year Professional Experience**

**VIVEK**

**Current Location: Sharjah, UAE**

**Email:** **vivek.373982@2freemail.com**

**CAREER OBJECTIVE**

To be assigned a challenging role in **Finance & Accounts** that helps in utilization of my potential and provides me the opportunity to apply my skills to the mutual benefit of the organization and self.

**WORK EXPERIENCE**

* + **Accountant**:
	+ Sarayu Fashions Pvt Ltd., Kerala, India (May 2016 –Jan 2017)
	+ Team Appointments, Kerala, India (Feb 2017 –Sep 2017)

**JOB PROFILE**

* Banking, processing bank deposits and pass all associated finance entries.
* Prepare and review Vouchers, Quotation, LPO, Delivery note, Debit note, Credit note, invoices, Receipts, Payment vouchers and any other accounting documents.
* Maintain Chart of Accounts for expense-related accounts.
* Review Reconciliation of Bank Accounts, Cash in hand and Inter-company’s accounts.
* Oversee Accounts Payables & Accounts Receivables to include invoice review, coding, approval and ensuring timely payment.
* Ensure accurate valuation and recording of Inventory purchases & sales.
* Prepare periodical financial statements such as weekly, monthly, quarterly and yearly as per the instructions from the management.
* Preparing monthly MIS reports to provide management with an accurate timely perspective of forecasted financial positions.
* Provided financial status information by preparing special reports; completing special projects.
* Monitor and track obligations and expenditures for program and support functions throughout execution phase of annual operating budget.
* Prepare Cash Flow Statement.
* Ensure financial records are maintained in compliance with accepted policies and procedures.
* Control Petty Cash and monitor the cash movement, bank account statement and other adjustments, prepare the monthly management reports.
* Ensure compliance with relevant laws and regulations and integrity of financial data.

**EDUCATIONAL QUALIFICATION**

* **Diploma in IFRS by ACCA**
* **CMA (USA) recognized by IMA (Institute Of Management Accountant) (**Course Completed)
* **Bachelor of Commerce (B.Com),** MG University, India
* **Certificate of International Financial Accounting** (Institute of International Accountants, India)

**IT SKILLS**

* MS Office
* Tally ERP 9, Peachtree
* Confident to do any Accounting Software

**PROFESSIONAL SKILLS**

* Stress tolerance
* Leadership
* Communication Skill
* Hardworking
* Sincere
* quick learning ability

**PERSONAL DETAILS**

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| Date of Birth | : 14/12/1994 |

Gender : Male

Nationality : Indian

Marital Status : Single

Religion : Hindu

Languages Known : English, Malayalam, and Hindi

Visa Status : Visit Visa