**VIPIN**

**Vipin.376597@2freemail.com**

**C/o- +971504973598**

**CAREER OBJECTIVE**

To obtain a best accounting job that will allow the use of existing abilities to their highest prospective while filing and increasing extra skills and knowledge.

**PROFESSIONAL EXPERIENCE**

**III. Senior Accountant (From 01-Nov-2017 –Till Date)**

**365 RESTAURANT LLC – Dubai.**

**Job Responsibilities:**

* General A/c related work such as preparation of vouchers, record Keeping andaccounting transactions.
* Prepared reports to manager and finance controller for transaction update.
* Handling day to day Accounts in Tally ERP.
* Bank Reconciliation & ledger Account Reconciliation.
* Stock checking and prepare Reconciliation Statement.

**II. FinanceExecutive (From 26-Mar-2016 –31-Aug-2017)**

**COZMO TRAVEL.L L C(A member of AIR ARABIA Group)**

**Job Responsibilities:**

* Operations through Oracle based software E-TRAVEL.
* Analysing day to day transactions and accounts closing of UAE & QATAR Branches.
* Closing up cash book of UAE & Qatar branches.
* Handling credit transactions of Branches(AR),
* Sorting and Preparing of BSP&G9 ticket file and uploading the same to E-Travel.
* Follow up with branch superior to solve various issues for closing Cash Book.
* Supervising of Qatar cash book and branch wise operations.
* Reporting and direct involvement to head office.
* Handling B2B Top-up Transactions.

**I. Junior Accountant(From 05-Jan-2015 – To 04-Jan-2016)**

**ACCOUNTANT SERVICE SOCIETY, COCHIN**

**Job Responsibilities**:

* Analysing and summarizing accounts.
* Generating weekly basis trends in demand cheques.
* Verification and processing/passing of purchase invoices/Bills.
* Detailed analysis of Accounts payable & Accounts receivable.
* Analysis of Bank reconciliation and book of accounts.

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **School/University** | **Type of Degree/Course** | **Location** | **Year of Pass** |
| University of Dr.CV Raman | BBA | Bilaspur, India | 2012 - 2014 |
| Education Board of Kerala | Plus Two | Kerala, India | 2008 - 2010 |
| Education Board of Kerala | SSLC | Kerala, India | 2008 |

**PERSONAL STRENGTH**

* Good team worker with a problem solving attitude.
* Ability to quickly understand & learn new concepts.
* Excellent skill in multi-tasking.

**SKILL SUMMARY**

* To work with an effective and efficient manner for the success of the Organization.
* Good understanding of Bank process and Systems.
* Positive and professional attitude when dealing with people.
* Good Time Management Skills and ability to perform multi-task effectively.
* Sincere, Hardworking, Confident, Flexible & Optimistic.

**TECHNICAL SKILLS**

* E-travel ( Oracle Based Software )
* SAP Skills: Finance and Controlling (FI/CO)
* ERP Packages: SAP R/3 ECC 6.0& SAP Business One
* Operating Systems: Windows XP, Windows 7, Windows 8.1
* Account Packages: Peachtree, TALLY ERP 9.
* MS Office.

**PERSONAL PROFILES**

Date of Birth : 30-09-1992

Gender : Male

Marital Status : Single

Religion : Hindu

Nationality : Indian

Date of Issue : 18-Apr-2012

Date of Expiry : 17-Apr-2022

Language Known : English, Malayalam,Hindi