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| VINOD Dubai – U.A.E.C/o-Mob: +971504973598 Email: vinod.379062@2freemail.com Holder of Valid UAE Driving License | C:\Users\user\Downloads\14738 VINOD C copy.jpg |

**OBJECTIVE**

To contribute to the development of the company through previously acquired knowledge and skills. To continually achieve success in terms of career, personal development, and thus grow as an individual.

**EDUCATION**

 **Bachelor Degree in Commerce from Calicut University in 2005**

**OTHER QUALIFICATIONS**

* SAP ECC 6.0 FI/CO
* SAP Business One
* **VAT trained**
* Oil & Gas Secondary Distribution 7.0
* Tally ERP 9
* MS Office

**WORK EXPERIENCE**

1. **BEAT, ADVANCED CENTRE FOR ERP SOFTWARE TRAINING,CALICUT,KERALA**

**SAP Functionalconsultant cum trainer (February 2017 to January 2018)**

* Basic Settings
* General Ledger
* Tax Code(VAT)
* Accounts Payable
* Accounts Receivable
* Bank Accounting
* Asset Accounting
* Special Purpose Ledger
1. **NIWA AGROW FOODS, CALICUT, KERALA**

**Accountant(January 2015 to December 2016)**

* Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
* Analyzing daily cost sheet and controlling cost of production.
* Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions, resolving discrepancies.
* Preparing and maintaining export and other related documents.
* Preparing BRS and submitting monthly financial reports to the bank.
* Reporting the details of Accounts Receivable, Accounts payable and preparing MIS report.
* Secures financial information by completing database backups.
1. **COSMOS PALLETS LLC, DUBAI**

 **Accountant (21 October 2012 to 10th September 2014)**

* Recording and maintained transactions in computerized system.
* To initiate purchase requisitions for all regular stores items whenever the stock level of any item of store approaches the minimum limit fixed in respect thereof.
* Offered recommendations to management regarding changes in financial transactions as well as cash flow.
* Held responsibility of managing vouchers and keeping track of account receivables.
* Reporting the details of Accounts Receivable, Accounts payable and preparing MIS report.
1. **KALARIKKAL AGENCIES,MALAPPURAM,KERALA**

**Accountantcum Storekeeper (August 2008 to December 2011)**

* Billing, Vouchering and Journal Booking.
* Keeping & maintaining of cashbook, ledgers, sub ledgers etc.
* To exercise general control over all activities in Stores Department
* To initiate purchase requisitions for all regular stores items whenever the stock level of any item of store approaches the minimum limit fixed in respect thereof.
* To check and receive purchased materials forwarded by the supplier and to arrange for the storage in appropriate places.
* To check the book balances, with the actual physical stock at frequent intervals by way of better internal control.
* Reporting to Head office for all queries
1. **UR & CO. CHARTERED ACCOUNTANTS, CALICUT, KERALA**

**Accounts & Audit Assistant (August 2006 – July 2008)**

* Statutory and Tax Audits of Companies, Partnership and Proprietorship firms.
* Internal Audits of Manufacturing, Trading & Service Companies.
* Finalization of Accounts and Preparation of Financial Statements of Companies, Partnership Firms, Charitable Institutions etc.
* Assisting Statutory Audit of Nationalized Banks.
* Preparation and submitting of Tax Returns

**PERSONAL ATTRIBUTES**

* Honest
* High Willingness to learn
* Team Player
* Confident
* Hard working

**SKILLS**

* Skilled in SAP Fico user support, troubleshooting and error resolution
* Knowledge of VAT
* Use of Office Equipment’s and Facilities
* Highly adaptive to Manual & Computerized Accounting Software’s i.e. Tally ERP 9
* Analytical & creative Attentive to details

**STRENGTHS**

* Possess excellent problem solving ability.
* A learner, a trainer, good team Player, dynamic and result oriented.
* Willing to accept challenges.
* Desire to succeed

**PERSONAL INFO**

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| DATE OF BIRTH | : 19/02/1985 |
| GENDER | : Male |
| BIRTH PLACE | : Kerala, India |
| HEIGHT | : 5’ 6” |
| CIVIL STATUS  | : Indian |
| LANGUAGES KNOWNVISA SATUS  | : English, Hindi and Malayalam: Visit Visa |
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**REFERENCE TO BE FURNISHED UPON REQUEST**

**DECLARATION**

I hereby declare that the information furnished above is correct to the best of my knowledge and belief.