

**VIGIL**





**Email:** **vigil.380850@2freemail.com**





**PERSONAL DATA**



DATE OF BIRTH :14-06-1988



GENDER : Male



RELIGION : Christian



NATIONALITY : INDIAN



MARITAL STATUS : SINGLE





**OBJECTIVE**



1. results-driven accountant with extensive experience in the Accounting/Auditing and Administration field.



**OVERALL SUMMARY**



Accountant/ Administrative Officer/Audit Assistant with over 5 years’ experience in UAE and India. A proven record of successful working for senior management level. Offering an exceptional ability to work under high pressure. Committed to quality performance with an ability to learn new procedures. Flexible, positive and responsive to change. Combine organizational and communication skills with the ability to plan and manage diverse accounts and administrative system.



**EDUCATIONAL AND TECHNICAL QUALIFICATION**



* **MASTERS DEGREE IN BUSINESS ADMINISTRATION (M B A )** From Bharathiar University Coimbatore, 2015 with 62% Marks
* **MASTERS DEGREE IN COMMERCE (M.Com) specialized in Taxation & Finance**

From Mahatma Gandhi University, 2011 with 82% Marks

* **BACHELORS DEGREE IN COMMERCE (B.COM)**

From Mahatma Gandhi University, 2009 with 83% Marks

* **PRE DEGREE IN COMMERCE**



From Kerala State Board, 2006 with 87% Marks



**EXPERIENCE SUMMARY**



**Dreamer Trading LLC, Al Qusais, UAE (Sep 2015- Present)**



**FINANCIAL ANALYST & OFFICE ADMINISTRATOR**



* **Job Profile:**
	+ Preparation of Cash Flow Statement.
	+ Bank Reconciliation.
	+ Stock Reconciliation
	+ Preparation of Cash Flow Statement.
	+ Preparation of Budget for the events.
	+ Handling petty cash for both the companies
	+ Preparation and disbursement of Cheques of both the companies
	+ Preparation of Accounts Receivable and Accounts Payable Report
	+ Preparation of Personal File for the employees and Management.
	+ Co-ordination with the PRO for the process of employment visa and visit visa for the employees and the International Guests.
	+ Arranging tickets for the Employees and Guests.
	+ Co-ordination with the Office Manager for conducting events.
	+ Processing Payments for Suppliers of both the companies.
	+ Data Entry.
	+ Migration to new software.



**GTK & ASOCIATES**



**Audit – Assistant & Accounts Co-ordinator (2012-2013)**



**OPEC : Info Park , Cochin 2011-12**



* **Job Profile:**
	+ Finalization of accounts of the companies - preparing Trial Balance, Profit & Loss A/c and Balance Sheet
	+ Bank Reconciliation
	+ Processing Payments for Suppliers of both the companies.
	+ Monthly Preparation of customer accounts statements of both the companies
	+ Reporting daily bank position to the management.
	+ Handling petty cash for both the companies
	+ Entering all data in to the computer for both the companies
	+ Daily reconciliation of Credit card statement through Internet Banking
	+ Preparation and disbursement of Cheques of both the companies
	+ Monthly preparation of Cash Inflow and Cash Outflow statement of both the companies
	+ Taking care of the Equipments and Interior Decorations of the company.
	+ Co-Ordination with the Chartered Accountant for Submitting Income Tax and Sales Tax for both the companies.
	+ Co-ordination with General Manager for conducting interviews, arrangement for meeting with Medias, meeting with Advertisement companies Etc.



**ADDITIONAL QUALIFICATION**



Well versed in Financial Accounting (Both Computerised & Manual), **Tally**



Thorough Knowledge on Operating Systems and Office Tools like Dos, Windows, Ms Office (Word, Excel, Power Point etc...)



Expertise in using Internet communications via Email.



 **Achievements**



* 4th Rank Holder M.com , MG university During the year 2011
* 8th Rank Holder B.com, MG University During the year 2009



 **STRENGTHS**



Creativity, Hard Working in all situations, Result oriented planning for any task.



**HOBBIES**



Reading, Listening to Music,



