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| **VISHNU**  **Email:** [Vishnu.383287@2freemail.com](mailto:Vishnu.383287@2freemail.com) | | | | | |
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| VISHNU.jpg | | **Master of Business Administration(MBA)-Finance** – Bharathiyar University ,  [Coimbatore](https://en.wikipedia.org/wiki/Coimbatore), [Tamil Nadu](https://en.wikipedia.org/wiki/Tamil_Nadu) in May 2015.  **Bachelor of Commerce (B.COM)** - Mahatma Gandhi University (MG University or MGU), Kottayam, Kerala, in 2012. | | | |
| **CAREER ABRIDGEMENT** | | | | | |
| To sharpen the skills and proficiencies associated with Finance and Accounts profile and develop a favourable advancement in professional sector. | | | | | |
| **CORE COMPETENCIES** | | | | | |
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| VAT Reporting and Filing | | | G/L Accounting | Accounts Payable | Fund Management |
| MIS Reports / Cash flow | | | V Lookup , H lookup & Pivot table | Purchase Price and Revenue analysis | Accounts Receivable |
| Food & Beverage costing / Recipe or menu costing | | | IDS and TALLY | Internal Audit | Bank Reconciliation |
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| **EMPLOYMENT CHRONICLE** | | | | | |
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|  | **RAMEE ROYAL HOTEL LLC, DUBAI, UAE**  **Accountant (** December 2016 onwards **)** | | | | |
| Accountabilities:  Prepare VAT quarterly return and filing online by analyzing all invoices of Input vat, Output and Trial balance.  Verifying tourism dirham report and generating invoices from DTCM portal for payment.  Prepare reconciliation of DEWA, SEWA, ETISALAT, Municipality fees and payment process.  Payroll process of employees.  Preparation of cash flow on a daily basis and monthly cash flow comparison with projected.  Verification of F&B invoices, tourism dirham and room sale entries and posting to GL.  Prepare Profit & Loss account, MIS reports, Cost reports, revenue reports, occupancy and ARR reports.  Ensure that all revenue is captured and reported through POS and PMS.  Reconcile bank accounts, other GL accounts and intercompany accounts.  Update cheques and maintain bank available balance report.  Process cheques payment for all invoices of vendors with verification of price variance report of items  posted by stores , security check in stamp , LPO’s and approvals.  Reconcile the outstanding Cheques and supplier statements.  Pass all month end entries , journal entries , debit notes and contra entries.  Verify transactions posted in the daily report, including but not limited to credit cards, city ledger, crew  allowances, paid outs, allowances & rebates, miscellaneous charges, car park revenues etc.  Audit the daily cash summary prepared by the General Cashier and records the summary in the General  Cashier's Report.  Audit, continuously, the financial processes within the hotel to ensure internal processes and best  practices are upheld.  Manage bank funds by analyzing PDC cheques.  File all invoices on a monthly basis.  Verify the monthly closed file petty cash files for future references and make reimbursement for the same.  Preparation on various reports as and when requested.  Coordinate tasks and work with other departments. | | | | | |

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| **PHOENIX CARS INDIA PVT LTD**  **THRISSUR, KERALA, INDIA ( Volkswagen dealers )** | **SENIOR ACCOUNTS OFFICER**  (JUNE 2014 – DECEMBER 2016) |
| **Accountabilities:** |  |
| Ascertaining monthly Operating Profit of the company    Preparing monthly financials like Trial Balance, Profit  & Loss a/c, Balance Sheet and Analytical points on  Financials    Preparation of MIS Reports like , Debtors & creditors  outstanding, aging stock reports, budgeted Vs actual  expenses report, service & sales reports on a daily,  weekly and monthly basis.    Accounts Payable/Receivable processes and  procedures, including receivable follow-up.    To Support in the fillings of statutory requirement  such as Sales Tax ( VAT Monthly Return ) , TDS (  Monthly Return ) and Professional Tax per the  requirement of law.    Exposed in interacting with banks, vendors, auditors,  government authorities, financial institution and other  third parties dealing with the company.  Reconcile banks on a daily basis.    Preparation of Pay-roll & Festival Benefits to  Employees as per Company Rules. | Managing and mentoring junior accountants  of cash and billing sections.  Manage funds.  Pass all Journal, Contra, Debit note and Credit note entries.  Assist the audit manager in the group stock audit.  Preparation of Vehicle claims.  Online remittance of road tax of vehicles ,  TDS and TDS. |

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| **VARMA AND VARMA CHARTERED ACCOUNTS**  **THRISSUR,KERALA , INDIA** | |  | **AUDIT ASSISTANT**  (NOVEMBER 2012 –JUNE 2013) |  |
| **Accountabilities:** | | | | |
| Review and recommend changes in accounting systems and controls of various organizations.  Verify organization’s has approved procedure to identify aspects  Finalize the monthly VAT return of various organizations. | | | Stock audit of various organizations.  Check all accounting and clients’ databases are  updated and functioning properly  Verify and inspect accounts receivable and payable ledgers and general ledger for its accuracy. | |
| **PERSONAL DOSSIER** | | | | |
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|  | **DATE OF BIRTH** | 28th March 1992 | |  |
| **NATIONALITY** | Indian | |
| **MARITAL STATUS** | Single | |
| **VISA STATUS** | Employment | |
| **LANGUAGES KNOWN** | English, Malayalam &Tamil | |