**Vivek**

Email: [vivek.388119@2freemail.com](mailto:vivek.388119@2freemail.com)

**Accounts & Finance Professional**

**To achieve strategic position in the fast growing organization and contribute to the maximum of my ability in achieving the Long-term Goals of the Organization**

**Professional Overview**

* **B.Com** with over 9 years of UAE experience & 16 years total experience in handling **Accounting functions** with **reputed** organizations in **Pharmaceutical, Insurance & Banking Sector**
* Hands-on experience in:
* Master in AR & AP - Debtor/ Creditor control,GL Accounts & Bank Reconciliations and MIS Reporting
* Formulating sales budgets for the projects and implementing systems/procedures, conducting AR/AP ageing analysis, preparing key reports to exercise financial control and enhance overall efficiency of the organization.
* An effective communicator with good relationship building & interpersonal skills coupled with strong analytical, problem solving & organizational abilities; abilities in liaising with Banks and other External Agencies.

**INFORMATION TECHNOLOGY PURVIEW**

Well versed with MS Office Applications like **MS Excel** (VLOOKUP, Pivot Tables and other Excel Functions), Oracle ERP Package, Outlook and Internet Applications

**Academic Credentials**

Bachelor of Commerce (Accounting) – North Maharashtra University, India

**Professional Credentials**

Diploma in Software Engineering (DSE), APTECH Computer Education India

**Career Chronology**

**Accountant**

**From May 2017 – Till Date**

with **Casa Farmaceutica LLC Dubai**

*Pharmaceutical Company in IV Fluids Distribution having business clients in UAE*

**Significant Contributions:**

* Preparation of Weekly and monthly MIS reports & direct reporting to Managing Director.
* Involved in monthly accounts closing and Reporting , Business analysis Report
* GL Maintenance – Taking care of AR & AP,Aging analisys, Bank Reconciliation for accounts, GL reconciliation.
* Handling customer & supplier account opening.
* Handling commission distribution, bonuses, samples distribution, Credit Notes
* Preparation weekly Cash Position Report, Recording of Daily, monthly & annual provisional entries.
* Coordination with Sales team for sales reporting and targets setting
* Preparing daily & monthly Sales Reconciliation incentive calculation.
* Petty Cash Reconciliation, Payroll - with **W.P.S (Wages protection system) system.**

**Administration & Legal Compliance Contributions:**

* Office setup, Co-ordination with different legal consultant, embassy services.
* Preparation of Agreements related to purchase & Sales

**SOFTWARE- Marg-ERP**

**Career Chronology**

**Accountant**

**From December-2013 – May 2017**

with **Cardinal Pharmaceuticals Store LLC Dubai**

*A Fast growing Pharmaceutical Distribution Company having business clients in UAE*

**Significant Contributions**:

* Preparation of Weekly and monthly MIS reports & direct reporting to Finance Director.
* Assist in monthly accounts closing and Reporting
* General Ledger Maintenance – Taking care of AR & AP,Aging analisys, Bank Reconciliation for accounts.
* Handled customer account opening
* Handled commission distribution, bonuses, samples distribution
* Preparation weekly Cash Position Report, Recording entries.
* Coordination with Sales team for sales reporting
* Preparing daily & monthly Sales Reconciliation incentive calculation.
* Handled Petty Cash, Payroll - with **W.P.S (Wages protection system) system.**

**Administration & Legal Compliance Contributions:**

* Preparation of Agreements related to purchase/Sales
* Handled Admin & HR related profile

**SOFTWARE- Syros-ERP**

**Career Chronology**

**Accountant cum Store Keeper**

**2010 – 2013**

with **Pharmalink**

**Significant Contributions**:

* Handled Accounts Receivables
* Prepare collection tracker & ageing summary for receivables.
* Handled of Invoicing & Stock.
* Record Journal entries.
* Assist in company Audit reporting & Inventory reports.
* Handled Petty Cash of and maintaining record for reconciliation
* Handled Debit & Credits Notes.
* Handled Admin & HR related profile.
* Vendor Management.

**Career Chronology**

**Accounts & Administrative Executive**

**2007 – 2010**

with **Reliance Insurance Company (India)**

*RIC is a service provider organization having business curiosity both at national and international arena and has achieved absolute distinction with its full blown professional designs up-to the entire satisfaction of its valuable clients. The Reliance Group also operates in Africa.*

**Significant Contributions**:

* Handled Sales Accounting, Account Receivables & their Reconciliation.
* Responsible for major Cash & Cheque collection.
* Bank Reconciliation.
* Office management and handling general administration.

**Career Chronology**

**Cashier/ Assistant Manager Loan**

**2003 – 2007**

with **Chopda Urban Co-operative Bank**

**Significant Contributions**:

* Handled Cash Receipts & Payments.
* Cash Management
* Preparation of cash requisition for obtaining funds from head office.
* Bank Reconcialation.
* Spot Visit & related reporting
* Loan Disbursement & Documentation
* Loan Recovery
* Co-ordination with Legal advisor.

**Skills Enhancing Schedules (Workshops) & Extra Curriculam**

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| --- | --- |
| *Developing Employability Skills Program* | **Organizer**:   * M J Collage, North Maharashtra University, * National Cadet Corp (NCC) |
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| *Personal Attributes* | * High level of self-motivation, determination and confidence in your abilities. * Ability to work to deadlines, under pressure * Analytical and logical approach. * Strong communication and interpersonal skills. * Relationship building skill. * Ability to function as member of a team and as an individual. * Willingness to learn and adopt latest professional knowledge. * Adaptability to changing environment. * Ability to function and deliver results under pressure situations. |
| *Additional Information* | **Languages**:   * English – Fluent * Hindi – National Language * Marathi – Native   **Hobbies & Interest**: Reading, Music, Playing Cricket. |