**RESUME**

**VIJESH**

**Vijesh-397749@gulfjobseeker.com**

**Experience-6 Years**

**Valid UAE Driving license**



**OBJECTIVES**



Seeking a challenging and interesting career in a reputed organization where my knowledge and experience can be utilized and shared effectively with opportunity for earning, growth, advancement and recognition.

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| --- | --- |
|  | **PROFESSIONAL PROFILE** |
| Period of Employment | : | Jan 2020 to Till Now |
| Location | : | Dubai,UAE |
| Designation | : | Accountant |
| Accounting Applications | : | ORACLE |

**Job Responsibilities: Accounts Receivable/Payables & Vat Returns**

* Reconcile accounts Payable and Receivable
* Filing of monthly tax returns. - UAE, KSA, BAHRAIN
* Processing of payment non trade and trade vendors in oracle and online banking
* Prepare and process sales orders, fulfillment, invoices
* Recording Non trade and trade vendors bills in oracle
* Stock reconciliation -Bahrain, KSA, Kuwait and Qatar
* Maintain accounting documents and records, ensuring all files are up to date.
* Handle monthly, quarterly and annual closings
* Maintain a record of vendor and client payments. Send emails and follow up with clients for payment.
* Reconcile bank statements.
* Proficiency in Excel / Work / Outlook.

**PROFESSIONAL PROFILE**



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| --- | --- |
| Period of Employment | : March-2018 to Jan 2020 |
| Location | : | jebel Ali FZE , Dubai |
| Designation | : | Accountant |
| Accounting Applications | : | QuickBooks & Hinawi |

**Job Responsibilities: Accounts Receivable & Vat Returns**

* Analysis of Business Receivables, Business Payables and Account Reconciliations.
* Compute taxes and prepare tax returns
* FTA registration / Group Registration / VAT Refund submission

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* Filing of monthly tax returns.
* Reconcile bank statements.
* Analyze costs, pricing, variable contributions, sales results and the company’s actual performance compared to the business plans.
* Provide financial reports
* Audit financial transactions and documents
* Manage Balance sheets and profit/loss statements
* Maintain a record of vendor and client payments
* Handle monthly, quarterly and annual closings
* Publish financial statements in time
* Manage Balance sheets and profit/loss statements
* Management report, daily, weekly and monthly basis

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|  |  |  |  | **PROFESSIONAL PROFILE** |
|  | Company | : Flipkart India Pvt Ltd |
|  | Period Of Employment | : 1 –Nov- 2016 To 31 Jan 2018 |
|  | Location | : | Bangalore, India |
|  | Designation | : | Accounts Executive |
|  | Accounting Applications | : | Oracle,Tally |
|  | **Job Responsibilities:** |  |  |  |

* Sales Entries day by day in Orcal & Tally
* Invoice Creation for Scrap sales and External Liquidation.
* Taking care of AR AP, BRS, Banking activities,
* Responsible for Assessments-VAT, GST, Entry Tax,
* Filing of monthly tax returns.
* Taking care of sales Tax assessment work
* Reconciliation of Banks, Debtors, Creditors, Expenses, other ledgers
* Payment Follow-up
* Processing of Credit Note & Debit Note
* Attending audit queries.
* Sales Tax Audit.

**PROFESSIONAL PROFILE**



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| --- | --- |
| Company | : IBM GLOBAL PROCESSING SERVICES |
| Designation | : | Accounts Executive |
| Period of Employment | : 20 Apr 2014 to 26 oct 2016 |
| Location | : | Bangalore, India |
| Accounting Applications | : | SAP |

**Job Responsibilities:**

* Processing the order – Distributor will place the purchase order in the PDF
* Processing the credit refund, invoices and returns on the customer account
* Holding the account against the loan\credit card payment – Placing the hold on the account for the outstanding due on the account

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* Handling the post sales queries from the Distributor
* downloading bank statements to process the various payments
* Preparation of Monthly Bank Reconciliation Statement.
* Assisting in making Reco.
* Invoice Processing
* General accounting entries, Accounts Receivable & Accounts Payable
* Taking care of sales Tax
* Processing of Credit Note & Debit Note

**TECHNICAL SKILLS**



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Operating System | : Windows XP and Windows 7 to 10. |  |  |  |
|  | Packages |  | : MS-Word, MS-Excel, MS Outlook and MS-PowerPoint |  |  |
|  | Accounting Package | : **Oracle, Tally ERP9, SAP, Quick Books,Hinawi** |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | **ACADEMIC PERFORMANCE** |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **CLASS** |  | **INSTITUTION** | **UNIVERSITY/** | **YEAR OF** | **% OF MARKS** |
|  |  |  |  | **BOARD** | **PASSING** | **OBTAINED** |
|  | **B.B.M** | S.D.M COLLEGE UJIRE | MANGALORE | 2011 | 65.98 |  |
|  |  |  |  | UNIVERSITY{AUTONOMO |  |  |  |
|  |  |  |  | US} |  |  |  |
|  | **M.B.A** | SRINIVAS COLLEGE OF | MANGALORE UNIVERSITY | 2011-2013 | 64.14 |  |
|  | **Finance** | MANAGEMENT STUDIES- |  |  |  |  |
|  |  |  | MANGALOR |  |  |  |  |

**RECOGNITIONS**:

* Successfully completed the Training on **ISO 9001** Quality Management System Awareness Training
* Awarded in **IBM** as the **Star Performer** of the quarter completing the business transactions with the TAT with the accuracy of 10

**PERSONAL DETAILS:**

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| --- | --- | --- |
| Father name | : | Francis  |
| Sex | : Male |
| Date of Birth | : 23-08-1990 |
| Age | : | 29 |
| Nationality | : | Indian |
| Hobbies | : | Sports, music, |
| Language known**:** | : English, Hindi Kannada, Malayalam, Tamil |
| Driving license | : | Yes |
| **Place: Dubai** |  |  |
| **Date:** |  | **(Vijesh)** |

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