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| **VIVEK**  |
| Senior Accountant |
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| Email: |
| Vivek.84111@2freemail.com |

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| **SUMMARY** |
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| Veteran, dynamic and seasoned accounting and finance expert with the professional experience of 20 years. Demonstrated expertise in the preparation of different financial statements, VAT Return Filing and the annual budget development and oversaw different accounts payable and receivable along the development of annual budgets. Experience in conducting the internal and external audits along the proper import and export documentation. Sound knowledge of using software like ERP, SQL Mycom Systems, Comrade, Microsoft Word Excel and Outlook. Want to excel in a highly competitive environment where I would be able to demonstrate my professional skills and expand the circle of my knowledge and contribute to the continuous improvement. |

**EDUCATION****MBA in Finance****1990**University of Poone, Pune, India**Master of Commerce****1986**University of Poone, Pune, India

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| **SKILLS** |
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| * Strong Communication Skills
* Leadership skills
* Analytical skills
* Knowhow of accounting software
* Accounts management
* Petty cash handling
* Mentoring
* Administration

**LANGUAGES*** English
* Hindi
* Marathi
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| **EXPERIENCE** |

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| **Sr. ACCOUNTANT, Al Quoze** |
| Dubai, UAE — 2002 – May 2019 |
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| * Spearheading the accounts management, preparing different profit and loss statements, along the balance sheet maintenance, cash flow statements and the preparation of other management reports
 |
| * Overseeing day to day activities related to banking operations and the preparation of the monthly reconciliation statements
 |
| * Ensured the proper management of day to day banking operations and prepared different reconciliation statements
 |
| * Prepared the Trial Balance along with the supporting general ledger and the documentation for the different Letter of credits [LC] and Trust Receipts [TR] for the import and export purpose
 |
| * Ensured that all the activities liaised with the different statutory regulations and the policies of the companies
* Also oversaw the important responsibilities of VAT return Filing
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| **SR. ACCOUNTANT, Falcon Building MaterialsEst** |
| AL Ain, UAE — Oct 2000 – Feb 2002 |
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| * Responsible to prepare balance sheets, cash flow statements, budgeting and profit and loss accounts
 |
| * Spearheaded the management of information budgets and ensured that all the important information was incorporated according to the different statutory requirements and the accounting standards
 |
| * Kept the regular updates for the accounts payable and receivable
 |
| * Leveraged the process of successful execution for the different intercompany transactions and different monthly closures
 |
| * Ensured that all customers were updated regularly, supplier payments were carried out after the proper verification of the accounts statement
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| **ACCOUNTANT, Dream Home Products Ltd** |
| Jebel Ali, UAE — Jan’1994 – Sep’2000 |
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| * Carefully analyzed and handled the different profit and loss accounts, balance sheets and the cash flow statements
 |
| * Finalized the different trial balance with the supporting schedules
 |
| * Ensured that different day to day banking operations were carried out properly
 |
| * Preparation of the consolidated payroll sheets based on the monthly attendance report
 |
| * Preparation of the different ledgers including accounts payable and receivable and follow-up activities for the different payments
 |
| **Audit ASSISTANT, SG Deshpande& Co. CA** |
| Jalgaon, M.H India — Aug’1997 – Nov’1999 |
|  |
| * Conducted the proper verification of the different vouchers and books of accounting
 |
| * Prepared and updated the different preliminary audit reports
 |
| * Carried out proper verification and inspection of the different accounts receivable and accounts payable of the clients and the ledger accuracy
 |
| * Conducted the proper verification of the different vouchers and books of accounting
 |
| * Prepared and updated the different preliminary audit reports
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| **OTHER INFORMATION*** Marital status: Married
* Nationality: Indian
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