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**VIJAYAKUMAR**

[**VIJAYAKUMAR.266941@2freemail.com**](mailto:VIJAYAKUMAR.266941@2freemail.com)

**Seeking Assignments As Senior Accountant/Accountant in Accounts & Finance Department with an Organization of Repute.**

**Professional Synopsis**

* A dynamic professional with **more than 8 years** of rich Overseas & indigenous experience in Accounting & Finance operations with diverse industries.
* Comprehensive experience in implementing systems, procedures & manuals for managing preparation & maintenance of statutory books of group accounts & financial statements including P&L account, Journal, Balance Sheet, Bank Reconciliation Statement ensuring conformance to time, accuracy and statutory norms.
* Skilled in managing preparation of MIS reports for providing feedback to top management for controlling performances, payables & receivables, profitability, etc.
* **Possess sound knowledge of ERP domains – Orion** (**Oracle-**10**g**)**,**
* **Sap**(**fico-Ecc6.0**)**, Tally Erp.9**
* An effective communicator with good relationship building, training & interpersonal skills.

**Other Key Skills**

- Financial Planning - Budgeting & Cost Control - Receivables & Payables Mgmt.

- Internal Controls - Resource Optimization - Fixed Asset Management

- Liaising & Coordination

**CAREER RECITAL**

**National Packaging Industries (Manufacturing) , Ajman, UAE**

**From Nov’2006 to Jan’2015. Accountant**

**Key Deliverables**

Generating and finalizing various Books of Accounts and Reports associated with Payables, Receivables as well as Payroll Management. **C**oordinating with all departments on behalf of Management

* Follow-up and Monitoring Collection and Allocation of Payments, Customer account details for Non payment, delayed payments and other irregularities.
* Responsibilities of all record keeping aspects of Accounts Payable, such as Payment due dates & amounts. Prepare and keep AP Registers, Monthly Reports for Management. (**Erp: Orion (based onOracle by 3infotech).**

**Notable Highlights**

**VJ ASSOCIATES & TAX CONSULTANTS, MALAPPURAM**

**Dec’03 – Oct’06 Accountant & Tax Professional**

**Key Deliverables**

* Involved in the generation and finalization of various Books of Accounts, Stock Inventories and Taxation reports for various Clients.(**M**anual & **Tally 7.2**)

**AM Motors (Authorised Dealer of Maruti Udyog Ltd.), Malappuram, Kerala,India**

**Feb’03 - Nov’03 Accountant**

**Key Deliverables**

* Rendered assistance to the Senior Accounts Officer for the generation of various Books of Accounts and other Financial statements.(**Tally 7.2**)

**Muraleedharan (ACA), Kerala**

**Oct’01 - Jan’03 Audit Assistant/Accountant**

**Key Deliverables**

* Rendered assistance to the Auditor for Auditing the Books of Accounts of various clients and Government Agencies and Scheduled Banks.(**Manual & Tally 6.3**)

**Techno Steels, Kerala**

**Sep’98 – Sep’01 Accountant**

**Key Deliverables**

* Involved in the overall management as well as preparation & finalization of the Books of Accounts and generation of various statements.(**Tally 6.3**)

**Wayanad Sarva Seva Mandal Social Welfare Organization, Kerala**

**Sep’96 – Jul’98 Accountant**

**Key Deliverables**

* Rendered assistance for the generation of Monthly, Quarterly and Yearly Utilization Statements, Receipts & Payments Accounts, Income & Expenditure Accounts specified by Action aid India and FCRA (FERA) Statements prepared to submit Ministry of Home Affairs.(**Tally 5.4)**

**Chartered Accountant’s Firm, Kerala**

**Jan’89 - Apr’96 Accounts/ Audit Assistant/ Typist**

**Key Deliverables**

* Rendered assistance towards typing, filing, preparation & finalization of Books of Accounts (Cash Book, Purchase Ledgers, Sales Ledgers, Journal and Stock inventories).
* Involved in the generation of Manufacturing, Trading, Profit & Loss Account and Balance Sheet for various firms and provided assistance the Auditor for Auditing the Books of accounts of various clients. (**Manual** &**Tally 5.4**)

**ACADEMIA**

B.com Degree from University of Calicut

Diploma in Travel and Tourism Management

Completed Post Graduate Diploma in Taxation

***IT Forte***

Operating Systems : Windows XP, Windows 98

Word Processors : Ms-Word, WordStar

Spread Sheets : Ms-Excel, Lotus 1-2-3

Presentation & Graphics : PowerPoint

Accounting Package : **T**ally 7.2, PeachTree, DacEasy

ERP : **T**ally.Erp9,

: **O**rion (3i Infotech – Based on Oracle 10g)

: **S**AP(FICO) Ecc 6.0

**PERSONAL DOSSIER**

Date of Birth : 31st May, 1966

Languages Known : English, Malayalam and Hindi

Expiry Date : 09.08.2025.

Place of Issue : MALAPPURAM

Visa Status : Visiting Visa (Transferable)