**Curriculum Vitae**

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**VIMAL**

**Email:** [**vimal.272372@2freemail.com**](mailto:vimal.272372@2freemail.com)

**Dubai, U.A.E.**

**OBJECTIVE:**

To work in challenging & often demanding environments; as well as from being a disciplined, efficient & responsible individual, I would like to join an organization that could offer me career advancement opportunities while allowing me to contribute its success.

**ACADEMIC QUALIFICATION:**

* **Degree B.Sc (Maths) - 2006** course completed from **University of Calicut.**
* **Degree BBA (Accounting & Finance) – 2014 Madison Hills University.**

**WORK EXPERIENCE:**

* **Company: M/s. Venco Imtiaz Contracting Co. LLC, Dubai-U.A.E.**

**Position : *Accountant***

**Period : April-2016 to Till Present**

* + - * **Nature of Duties:-**
* To support the CFO and Senior Accountant in carrying out the responsibilities of the Finance / Accounting Department.
* To relieve the CFO and Senior Accountant of certain responsibilities that will allow them to spend a greater portion of their time on Financial Statement preparation and analysis, Budget and Variance issues, and Forecasting.
* Maintain the Fixed Asset and associated depreciation schedules, provide monthly detail to the Senior Accountant for General Journal entries; insure proper recording of new purchases and disposals.
* Maintain Purchase Order Processing system.
* Prepare mailings and priority shipments for the Finance/Accounting Department.
* Prepare labels and maintain files as needed within the department.
* Prepare correspondence as needed within the department.
* Assist Senior Accountant with payroll system and payroll related items
* Manage petty cash account.
* Assist the CFO in tracking and maintaining company insurance policies (except Employee Benefits, which are maintained by the HR Department).
* Assist the CFO with facility support and security issues.
* Perform such other accounting, financial, or administrative tasks as may be required from time to time – quite often on short notice - by the CFO or Senior Accountant.
* **Company: M/s. Reliant Group Of Companies, Dubai-U.A.E.**

**Position : *AdministrationcumAccountant***

**Period : Feb-2012 to Jan-2016**

* + - * **Nature of Duties:- Administration**
* Purchase of production and office supplies such as raw materials, packing materials, stationery, equipment and work with vendors to achieve the most favourable pricing
* Source for new vendors
* Liaise with forwarding company
* Receive orders and communicate orders to production
* Perform data entry and filing
* Provide full administrative support to Management
* Maintain office procedures and administrative systems
* Perform reception duties such as answering, screening and directing all incoming calls to the appropriate personnel and responding to queries
* Manage mail collection and distribution
* Other admin and financial support as and when needed.
  + - * **Nature of Duties:- Accountant**
    - Reporting to Finance Manager as assigned & Maintaining Accounting System.
    - Preparation of Quotations, Invoices, Vouchers, Cheques etc.
    - Maintaining Accounts payable & receivable, General & ledger, Cash & Bank Book in a computerized accounting system & Handling petty cash.
    - Co-ordination with Clients with regards to outstanding follow-ups
    - Co-ordination with Vendors Issues.
    - Co-ordination with Bank & all Bank related works.
    - Maintaining Inventory stock- monthly reports of Raw material, Production & Finish Goods.
    - Preparing of financial reports, Bank Reconciliation statements, Payroll etc.
* **Company : M/s. Reliant Group Of Companies, Dubai, U.A.E.**

**Position : *Front Office Executive cum Office Assistant***

**Period : Nov-2010 to Jan-2012**

* + - * **Nature of Duties:-**
    - Scheduling appointments, handling incoming / outgoing mail, attending telephone calls.
    - Multi tasking, needs to juggle between receiving calls, faxes and at the same time attending the client or customer present physically in office.
    - Maintaining important documents, records, and files in a proper and organized manner
    - To supervise housekeeping, keep in check up-to-date stationary items, eatables and other administrative purposes.
    - To be of assistance to, the administrative heads of the organization.
* **Company : PRUDENT TECHNOLOGIES** - KERALA, INDIA.

**Position : *Customer Support Executive(Relation Help Desk – PostPaid)***

**Period : April-2007 to March-2008**

* + - * **Nature of Duties:-**
    - Prepares, generates and distributes daily reports and order acknowledgements to appropriate personnel.
    - Provides back-up support to other group members in the performance of job duties as required.
    - Supports/participates in the organization’s Continuous Improvement Program.
    - Answers customer inquiries/communications as required.
    - Maintains detailed call activity reports and provides them to the **Relation Help Desk** on a regular basis.
    - Provides activity/statistical summary reports each week to **Relation Help Desk**.
    - Co-ordinates the organization's involvement in internal and external trade shows.
    - Conducts follow up phone calls to survey respondents who have concerns or questions.
    - Performs other related duties as assigned by management.

**TECHNICAL QUALIFICATION:**

**Application Packages:** Quick bookTally, MYOB Accounting, GDIT, 3D Modelling & Animation

# PERSONAL PROFILE:

**Nationality : Indian**

**Date of Birth : 20.06.1985**

**Marital Status : Married**

**Visa Status : Employment Visa**

**Languages Known : English, Hindi, Malayalam, Tamil**

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