**Vinu**

**EMAIL :** [**vinu.285649@2freemail.com**](mailto:vinu.285649@2freemail.com)

**Career Objective**

To obtain a challenging accounting position in an accounting field that will permit the use of my skill and knowledge to maximize company potential while developing additional knowledge and abilities.

**Professional Summary**

* Three years of Australia experience in the Accounting and Taxation sector.
* Proficient user of Microsoft Office and Accounting Packages , Outlook Express, Windows OS, Internet Concepts.
* Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Excellent written and verbal communication skills.
* Highly trustworthy, discreet and ethical.
* Resourceful in the completion of projects, effective at multi-tasking

**Academic Summary**

I am a Graduate with 3 years experience in Accounting and Customer service manager in Derana Private Limited, Australia.

**Qualification**

|  |  |  |
| --- | --- | --- |
| **Year** | **Course** | **College/School** |
| 2011 | S.A.P(FICO ADVANCED) | Nidhi Infotech Banglore |
| 2008-2011 | Bachelor in Commerce | Al-Ameen College, Aluva |
| 2006-2008 | Higher Secondary Examination | Mahatma Gandhi Public School, Kochi |
| March 2006 | SSLC  (CBSE) | Mahatma Gandhi Public School, Kochi |

**Professional Experience**

* **Full Time Job**

February 2013 – May 2016 : Worked as Accountant in Derana Private Limited.

**Derana Private Limited :** Derana Pty. Ltd. is a Food Industry in Airport West, Melbourne, Australia. The organisation generates $840,134 in annual revenue (modeled), which is 69% below the $2.7M average for all grocers’ wholesale companies.

**Job Responsibilities**:

* Managed accounts payable, accounts receivable, and payroll departments.
* Generated budgets and forecasts on a quarterly basis and presented to the management team.
* Prepared annual company accounts and reports.
* Administered online banking functions.
* Managed payroll function for employees.
* Monitored and recorded company expenses
* Managed vendor accounts, generating weekly on demand cheques.
* Ensured compliance with accounting deadlines.
* Prepared company accounts and tax returns for audit.
* Liased with bankers, insurers and solicitors regarding financial transactions.
* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Documents financial transactions by entering account information.
* Recommends financial actions by analyzing accounting options.
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
* Substantiates financial transactions by auditing documents.
* Maintains accounting controls by preparing and recommending policies and procedures.
* Reconciles financial discrepancies by collecting and analyzing account information.
* Secures financial information by completing data base backups.
* Maintains customer confidence and protects operations by keeping financial information confidential.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
* Accomplishes the result by performing the duty.
* Contributes to team effort by accomplishing related results as needed.
* **Part Time Jobs**

|  |  |  |
| --- | --- | --- |
| **Position** | **Company** | **Period** |
| **Assistant Accountant** | **Foodworks Laverton,**  **Victoria** | **March 2012- July 2012** |
| **Accountant** | **Catch of the Day,**  **Victoria** | **August 2012- January 2013** |

**Job Responsibilities:**

* Preparing sales invoices & the upkeep of an accurate accounts filing system.
* Preparation and input of month end journal vouchers.
* Inputting, matching, batching and coding of invoices.
* Debtor and Creditor reconciliations.
* Preparation of various reports for senior managers.
* Responsible for financial accounts including budgets and cash-flow.
* Supervising junior financial staff.

**Technical and Operational Skills**

* Strong computer knowledge (MS Office and Outlook Express)
* S.A.P
* Good knowledge of **MYOB** and other accounting softwares.

**Achievements and Extracurricular Activities**

* Organized cultural events in various colleges.
* Volunteered several times in organizing college festivals.

Actively took part in the following activities:

* Captained our college cricket team.
* Event management for our college arts day.

**Personal Information**

Age : 25

Date Of Birth : 06/03/1991

Nationality : Indian

Marital Status : Married

**Personality Profile**

* Good communication skills and keen observer
* Ability to cope with diverse environment
* Willing to meet with any challenges and comply with the commitments well in time.
* Ability to work in new, challenging as well as deadlines driven environment.
* Good communication, negotiation and interpersonal skills.
* Ability to work on self initiative and also as a part of a team.
* Hard working and smart working.
* Quick learner with a zest to acquire new skills.
* Team player with strong, analytical and leadership skills.

**Declaration**

I do hereby confirm that the information furnished above is true to the best of my knowledge and belief.