**AREAS OF EXPERTISE**

**Accounts Payable & Receivable Banking, LC & Bank Reconciliation Costing & Inventory Management Journal & General Ledger Financial Reporting & MIS Administration & HRM Operations, Retail & Sales**

**EDUCATIONAL QUALIFICATION**

**Master of Business Administration (MBA)**

**Specializations: Finance & Marketing Management**

**Bachelor of Commerce (B Com)**

**Finance Trainer Certification**

**National Stock Exchange – India.**

**Technical Knowledge:**

**Diploma in Computer Application, Tally ERP**

**PERSONAL PROFILE**

**Date of Birth : 24th March 1984**

**Marital Status : Married Languages Known : English, Hindi & Malayalam (Native) Nationality : Indian**

**Visa status : UAE residence visa –**

**General Particulars : UAE driving**

**License**

**Email**: vinayan-397109@gulfjobseeker.com

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

**VINAYAN**



**B Com, MBA (Finance & Marketing) with 10 plus years of experience in Accounting, Finance, Operations, Sales, Human Resource Mgt, Sales & Admin.**

**Performs professional level accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, and reports, Preparation of LC documents.**

**Maintaining a good financial internal control system, ensuring that financial and procurement procedures are well followed, maintaining a proper budgetary control system along with a comprehensive understanding of accounting procedures.**

**Oversee daily operations of the HR department, maintaining employee records, work closely with PRO to ensure visa & labor renewals are implemented on time.**

**PROFESSIONAL EXPERIENCE**

**Executive – Accounts & HRM** **Nov 2014 – Present**

 **Dubai – U.A.E.**

**Managed accounts receivables- generated monthly A/R statements, follow-up receivables, collections reports and recorded deposits.**

**Managed accounts payable, set up vendor accounts, record and pay invoices, maintained vendor relationships.**

**Record and ensure general ledger entries are accurate and in line with company procedures & international accounting standards.**

**Oversaw purchasing and procurement - screen purchase orders, record purchase and product cost, perform yearly count of inventory and reconcile actual with database.**

**Prepare day to day bank transactions, bank reconciliation, petty cash & weekly cash transactions reports.**

**Dealing with banks for the arrangement of financing facilities, guarantees, short and long term deposits, letter of credits and other facilities.**

**Participate in the year-end audit - compile and prepare supporting schedules, work papers, and financial reports as requested by auditors.**

**Responsible for record and coordinating all HR functions including recruitment, training, employee relation and insurance. Support in payroll preparation.**

**Work closely with PRO to ensure visa, labor, EID and all government and legal aspects of employment are implemented in cost effective and timely manner.**

**Prepare monthly sales report and commission statement for sales staff and outside representatives. Internal Auditing, general administration and other responsibilities as designated by management.**

**Finance Executive** **May 2013 – Jul 2014**

**Avon Solutions & Logistics Pvt. Ltd** **Chennai – India**

**Commercial Assistant** **Apr 2008 - Aug 2010**

**Oriental Trading Company/Petroserv Limited** **Doha – Qatar**

**Senior Staff-Accounts** **Apr 2006 – Oct 2007**

**Blue Dart Express Ltd** **Bangalore – India**