



SANGEETH VIJAYAN

ACCOUNTANT / BANKING & FINANCE

Experience: 13 Yrs 6 Months

CAREER OBJECTIVE:

Seeking a challenging opportunities in an organization with goal to achieve success and to enhance my skills. To endeavor success to the best interest of the organization's goals.

PROFESSIONAL EXPERIENCE

- **Accountant (3 years 9 months)**
Emirates Electrical & Instrumentation Co. LLC, Abu Dhabi, UAE
15/03/2018 to 31/12/2021
- **Accountant (1 year)**
B. HARIKUMAR & ASSOCIATES, Kerala, India
(Chartered Accountant Firm)
(Sept – 2016 to Sept 2017)
- **Dealer (2 years)**
KARVY STOCK BROKING, Kerala, India
(May – 2014 to Apr - 2016)
- **Finance Co-ordinator (2 years 1 month)**
HDFC BANK LTD. Kerala, India
(Feb – 2012 to Mar - 2014)
- **Credit Verification Officer (3 years 8 months)**
INDUSIND BANK LTD, Kerala, India
(April-2008 to Dec – 2011)

CONTACT:

Mob: 050 327 5889
(Abu Dhabi, UAE)

EMAIL:
sangeethv79@gmail.com

Visa Status: Employment Visa
EID No.: 784-1985-8425963-8

Driving License No.: 2703184

Availability: Immediate

EDUCATION

Bcom : 2006
Plus Two : 2002
10th Grade : 2000

SOFTWARE SKILLS

Oracle
Quick Books
Tally ERP
Microsoft office

LANGUAGES KNOWN

To Speak : English, Malayalam
To Write : English, Malayalam & Hindi
To Read :English, Malayalam, Hindi

PERSONAL DETAILS:

Name : Sangeeth Vijayan

D.O.B : 24/05/1985

Gender : Male

Nationality : Indian

Passport No : TS9820457

Father's Name : Vijayan A P

Mother's Name : Mrs. Leela Vijayan

Marital Status : Married

Spouse Name : Devipriya V S

REFERENCES:

Mr. Tariq Al Hosani
HR & Admin Head
Emirates Electrical &
Instrumentation Co. LLC
Abu Dhabi, UAE
T: +971 2 3107000

Mr. Harikumar
Chartered Accountant
B.Harikumar & Associates
Kerala, India
T: +91 474 2652934

Mr. Rahul Rajendran
Br. Manager
Karvy Stock Broking Ltd
Kerala, India
T: +91 4734 329441

Mr. Harilal
Manager
IndusInd Bank Ltd,

ROLES & RESPONSIBILITIES

- Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
- Reconciling processed work by verifying entries and comparing system reports to balances.
- Process payments by cheque or wire transfer on its due date.
- Continuing to improve the payment process.
- Reconciliation of Banks accounts and Supplier / Customer Balances.
- Process all kinds of Bank Guarantees and Letter of Credits.
- Petty Cash dealings and Periodic cash counts with custodians.
- Follow up & monitor client payments.
- Entering Purchases and Sales Entries into System.
- Supporting to preparation of year ending Schedules and Accounts for Audit.

PERSONAL SKILLS

Comprehensive communication skills, ability to deal with people diplomatically, willingness to learn, Problem solving skills, Punctuality, Teamwork and collaboration skills, Critical thinking skills, Project Management Skills, Work ethic, sincere and diligent.

DECLARATION

I hereby declare that the information provided here is fully accurate to the best of my knowledge and belief.

Date: 04/12/2021

MR. SANGEETH VIJAYAN