

# VINOD VIJAY

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## OBJECTIVE

To develop and discover my vision into pragmatic action, as a performance-oriented official of proper accounting record of accomplishment, I want to activate my "self-branding" strategy in your organization with strong and healthy confidence.

## PROFILE

- More than 11 yrs. of progressively experienced in accounting and finance functions.
- Worked on SAP, Oracle, and Microsoft Navision and QuickBooks application.
- Created frequent macros for enhanced process developments.
- Solid skills on Ms Excel, Ms Word, Ms Access, power point presentation and Excel macros
- Have detailed knowledge of accounting procedures, finance management, liaison with banks, financial forecasting, planning & costing aspects.

## KEY SKILLS

- Accounts Payable & Accounts Receivable Process
- Invoices/Expense Reports/Payments Transactions
- Journal entries & General ledger
- Cash and liquidity management.
- Treasury operations and controls

## PROFESSIONAL EXPERIENCE

### LOGICOM FZE

(Aug 2013 – Present)

IT Products Distribution Company, Jabel Ali free zone, Dubai, UAE

**Designation: Senior Accountant**

## KEY RESPONSIBILITIES:

- Financial forecasting, reporting, and operational metrics tracking. Month end closing activities
- Calculate, post business transactions, process invoices, verify financial data for use in maintaining accounts payable records, and provide other clerical support necessary to pay the obligations of the organization.
- Preparing Bank reconciliation, Vendor reconciliation, Bank loans, Interest calculation, Intercompany reconciliation and cash flow forecasting.
- Analyze past results, perform variance analysis, identify trends, and make recommendations for improvements.
- Quarterly and year end audit process with internal and external auditors.
- Monthly reconciliation of supplier balances in line with finalization of accounts.
- Managing daily cash balances and working on various foreign currencies.
- Knowledge of UAE VAT structure and precise payment to Federal Tax Authorities.
- Ensure that sufficient funds are available to meet ongoing operational and financial requirements.
- Working with intercompany accounts throughout the Middle East.

- Liaising with bankers and vendors and maintaining positive working relationships.

## **GENPACT**

**(May 2012 – Aug 2013)**

IT Company, Bangalore, India

**Designation: SENIOR FINANCE AND ACCOUNTS EXECUTIVE**

### **KEY RESPONSIBILITIES:**

- Analyzing and processing invoices for payment. Preparing cash flow and forecasting reports
- Managed up to 5 projects and preparing financial forecasting reports
- Designed and implemented process related automations
- Analyzing market research and providing dashboard report to the clients

## **IBM**

**(Feb 2011 – May 2012)**

IT Company, Bangalore, India

**Designation: Finance & accounts executive**

### **KEY RESPONSIBILITIES**

- Accounts payable - Processing invoices through SAP and IBM Legacy.
- Analyzing and approving invoices for payment and avoiding double payments
- Developed various excel automating to streamline the payable and reporting process
- Client interaction and management reporting
- Develop a good understanding of the business keep track of key metrics.
- Updated documentation of all process activities.
- Provide inputs for continuous process improvement.

### **EDUCATION**

#### **ACCA Global, 2022 – Perusing**

United Kingdom

#### **Master of Business Administration, 2016.**

University of Mysore, India.

#### **Bachelor of Business Management, 2010.**

University of Bangalore, India.

### **PERSONAL INFORMATION**

Date of Birth	:	24 August 1987
Marital status	:	Married
Nationality	:	Indian
Passport No	:	J8295757
Languages known	:	English, Kannada, Hindi, Telugu and Tamil.
VISA Status	:	Employment
Permit	:	UAE driving license