

CURRICULAM VITAE

VISHNU C S

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Dubai UAE



OBJECTIVE

Looking forward to work in a challenging environment in an organisation that needs innovation, creativity, dedication and enable me to continue to work in a challenging and fast paced environment, leveraging my current knowledge and fostering creativity with many learning opportunities.

PERSONAL SKILLS

Fast learner with positive attitude, excellent analytical and problem solving skills coupled with strong interpersonal skills. Ability to project interest in the work done.

ACADEMIC RECORD

Degree	Institution	Year of Passing	Board/ University
M.com	M. K University, Madurai	2012	M. K University
B.com	S. N College, Kollam	2010	Kerala University

COMPUTER SKILLS

- MS Word
- Excel
- Tally ERP-9
- Analyst ERP Software

PROFESSIONAL EXPERIENCE & REFERENCE (TOTAL 8 Years' Experience)

- Working as an Accountant Cum Admin and HR in Avalon International General Trading , Dubai from 2018 September to at present.
- Working as an Accountant in Link Light Electrical Works LLC, Dubai from March 2015 to April 2018.
- Working as an Internal audit executive in Muthoot Finance Ltd from 18/02/2013 to 21/04/2014.
- Working as an Accounts Assistant in REGHU ASSOCIATES from April 2010 to May 2012.

DUTIES & RESPONSIBILITIES

1. Accounts Payable, includes processing invoices, following up with vendors and resolving discrepancies in a timely manner.
2. Accounts Receivable, bank reconciliation and debtors' reconciliation.
3. Creating and managing all invoicing for clients.
4. Prepare statement of accounts, collections on overdue accounts and account reconciliation when required.
5. Banking, processing bank deposits, including trips to the bank. All associated finance entries.
6. Processing employee expense reports, verifying expenses are within the company guidelines, correcting errors.
7. Company credit card reconciliations and communication for obtaining supporting documentation.
8. Admin works and HR related work and assisting with Monthly and Year End reports.
9. Filing and records maintaining.
10. VAT filing and Petty cash handling.
11. Payroll preparation and Overtime distribution to employees.
12. Timely renewal of employee's visa, accommodation and making payment of all utilities.
13. Audit of all branches of Muthoot Finance Ltd in North Zone.
14. Analyzing and rectification of accounts related problems of branches in North India.
15. Drafting reports and submitting to the Top Management.

PERSONAL PARTICULARS

Father's Name	:	KS ChandraBabu
Address	:	Kanjiramthundil Veedu Mukkada, Kundara P. O Kollam , Kerala – 691501
Gender	:	Male
Date of Birth	:	06-07-1989
Religion	:	Hindu
Nationality	:	Indian
Marital Status	:	Married
Languages Known	:	English, Malayalam & Hindi

Driving License:

- UAE Manual Driving License from RTA – Dubai valid up to 2027

PASSPORT DETAILS

Passport No : T9915707
Date of Issue : 05-11-2019
Date of Expiry : 04-11-2029
Place of Issue : Trivandrum

DECLARATION

I hereby declare that above mentioned details are true and can be verified with the necessary certificates when needed.

Place : Dubai

Date :

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