

CURRICULUM VITAE



VINESH K ACCOUNTANT

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Dubai

United Arab Emirates

PERSONAL PROFILE

Nationality : Indian
Date of birth : 26-03-1997
Sex : Male
Marital Status: Single
Religion : Hindu
PassportNo: P3246339

HIGHLIGHTS

Accounting vouchers
Receivables
Accounting payables
Inventory controls
Payrolls
Deposits
Bank Reconciliation
Cash flow
Report preparation
Financial statements
Documentation

AREAS OF STRENGTHS

Financial Planning
Cost Control
Administration
Public Relation

CAREER OBJECTIVE:

Seeking a career, suitable to my qualification in a fast passed organization, where there is lot of opportunity for self-development and learning, and where in I can put in the best of my efforts and knowledge towards the achievement of organizational goals.

EDUCATION:

- **Bachelor of Commerce**
Calicut University, Kerala - India- 2018
- **Pre-University Commerce**
K M G V H S School Thavanur Kerala - India-2014

WORK EXPERIENCE:

- ❖ **UNNI ASSOCIATES (Kuttipuram, Kerala)**
Accounting & Auditing (April 2018 – January 2021)

Responsibilities Include

- Preparation of sale bills, debtors collection from customers.
- Preparing books of account bank reconciliation.
- Petty cash handling and all other works like receipt payments and expenses entries.
- Client ledger maintaining, account payables & receivables.
- Preparation of salary for employees.
- Preparation of employees salary & salary transfer
- Analyze & reconcile the employees benefits books.
- Calculate the gratuity and annual/ sick leave as per company policy
- Monitoring employee list in regard with renewal process.
- Updating documents for the vehicles like insurance (Registration card) in proper times, preparing the documents for the renewal and send to our transport department for the further procedure

Job Description

- Managed Accounts payable, receivable and payroll functions.
- Handling day to day petty cash & bank transactions.
- Reconciles bank statements and department records.
- Preparing outstanding list of Debtor & making Payment follow-up.
- Managed vendor accounts, generating on demand cheque.
- Generated budgets and forecasts on a quarterly basis and presented to the management team.
- Responsible for monthly account closing.
- Responsible for managing year-end cut off processes.
- Filing monthly Returns

Key Responsibilities Handling

- Posting of purchase, sales, payment, receipt & journal vouchers.
- Verification of bills & reconciliation of total turnover
- Debtors & Creditors Reconciliation.
- Day to day cash & bank transactions and maintaining petty cash book.
- Preparing of Tax invoices, Vouchers & Agency Payment.
- Sales & Purchase total reconciliation of accounts for calculating VAT.
- Reconciliation of Bank Statement at the end of every month.
- Service Tax, Vat Returns, E-TDS Return Filing, Income Tax E Return Filing & other Govt. Taxes calculations.
- Maintain Balance sheet and profit & Loss Account

SKILLS:

- Smart and able to improve and develop my work and scientific skills
- Work under pressure(Hard work)
- Organized ambitions
- Accurate and like team working
- Excellent time Management
- Excellent Communication skills

COMPUTER KNOWLEDGE

- Ms Excel,
- Tally ERP 9
- Photoshop and Ms Office

Language known :

- English
- Malayalam
- Tamil

Reference :

- Will be provided upon request.

Declaration:

- I hereby declare that the information furnished above is true to my knowledge.

VINESH K