



Email :
vinumtntc@gmail.com

Contact No :
050-5864624

Father's Name : Vijayan

Mother's Name : Rajani

Date of Birth : 29/10/1992

Sex : Male

Religion : Hindu

Marital Status : Single

Nationality : Indian

Contact Address

Al Nahda

Sharjah

UAE °

VINU VIJAYAN

CAREER OBJECTIVE

I am currently looking for a full time position in an environment that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively.

EXPERIENCE DETAILS

JABOR BIN MOHAMMAD TRADING AND CON TRACTING ,

Doha, Qatar

ACCOUNTANT : from December 2015 to December 2017

- Reconcile financial discrepancies by collecting and analyzing account information.
- Secure financial Information by completing database .
- Analyze financial information and summarize financial status .
- Support month - end and year - end process.
- Petty cash handling.
- Payroll Preparation.
- Sending and receiving emails.
- Prepare purchase orders and invoices, cheques.

Q KITCHEN Co., Doha, Qatar



ACCOUNTANT : from January 2018 to March 2020

- Operate computers programmed with accounting software to record, store, and analyze information.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.
- Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.
- Receive, record, and bank cash, checks, and vouchers.
- Access computerized financial information to answer general questions as well as those related to specific accounts.
- Perform personal bookkeeping services.
- Prepare bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks.
- Prepare trial balances of books.
- Prepare and process payroll information.
- Reconcile records of bank transactions.
- Prepare purchase Orders and expense reports.
- Maintain inventory records

Passport Details

Passport No :L1590823
Date of Issue :08/05/2013
Date of Expiry :07/05/2023
Place of Issue : Kozhikode

Languages Known

- English
- Malayalam
- Hindi

References

JBM Trading and
Contracting
Mr. Sulaiman Ashraf
General Manager
+974 55681475

Q-Kitchen Co., Doha, Qatar
Mr. Hashim
Finance Manager
Mob :+974 70085806

ACADEMIC RECORDS

Sl. No	COURSE	BOARD/UNIVERSITY	YEAR OF PASSING
1	B.Com with Computer Application	Calicut University	2013
2	Plus Two (HSE)	Board of HSE Kerala	2010
3	SSLC	Board of Public Examination Kerala	2008

Computer Knowledge

- CASMAX
- MS Office
- Tally ERP 2013
- Quickbooks

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

VINU VIJAYAN

Place : Dubai

Date :