 VIMALRAJ R M

**Mobile+971 54 751 2025**

**Email :** reliancevimal@gmail.com

**PROFESSIONAL SYNOPSIS**

* Profile Looking for : Accountant
* Age : 40 Years
* Nationality : Indian
* Total Experience. : 5 Years
* Current Location : Al Nahda, Dubai
* Salary Expectation : Negotiable
* Visa Status : 3 months VisitingVisa

**PROFESSIONAL SYNOPSIS**

* **In Qatar**, over **3** years of experience in Accounts department.Well versed with the knowledge in Various Departments.
* **In India**, over **2** years of experience in Accountant in MathIIT learning center
* Over **10** years of experience in the areas of Business Development, Sales & Marketing in India
* Proficient in managing sales operations, organizing promotional campaigns, building relationship with clients & achieving desired goals.
* Possess excellent communication, relationship management & team building skills with dexterity in mentoring and managing sales teams.

**ORGANISATIONAL DETAILS**

**05-02-2017 to 10-06-2022 Senior Sales Manager at TVS Focuz Parts Mart Pvt. Ltd (India)**

**Duties & Responsibilities:**

* Meet and exceed sales targets.
* Evaluating performance of field employees, responding to on-call tasks and responsibilities, handling the needs and concerns of every field staff and giving support to the employees under their supervision.
* Build and maintaining client relations.
* Work with internal departments such as the Marketing or Product teams to engage audiences and clients more deeply.
* Possess deep knowledge of business product offering and value proposition.
* Solve problems for clients and customers by developing innovative and tailored sales solutions
* Managing the team members and delegating tasks to them.
* Looking out for new suppliers offering better quality product

**28-02-2014 to 29-01-2017 Accountant at ATAD Auto & Equipment’s Mechanic W.L.L (Qatar)**

**Duties and Responsibilities:**

* Provides financial information to management by researching and analyzing accounting data; preparing reports.
* Prepare financial statements including monthly and annual accounts.
* Recording all accounting transactions
* Manage payroll and WPS Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Documents financial transactions by entering account information.
* Recommends financial actions by analyzing accounting options.
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
* Substantiates financial transactions by auditing documents.
* Maintains accounting controls by preparing and recommending policies and procedures.
* Guides accounting clerical staff by coordinating activities and answering questions.
* Reconciles financial discrepancies by collecting and analyzing account information.
* Secures financial information by completing database backups.
* Maintains financial security by following internal controls.
* Prepares payments by verifying documentation, and requesting disbursements.
* Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
* Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
* Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.

**03-01-2009 to 20-02-2014 Sales Manager at Vodafone Essar Pvt.Ltd.as (India)**

**Key Deliverables:**

* Ensuring that staff are motivated, monitored and measured in line with company targets and performance standards.
* Responsible for making sure that any gaps in performance or quality are quickly identified and addressed.
* Producing accurate reports on team performance for senior managers.

**Duties**:

* Preparing daily workloads for staff & co-coordinating the daily allocation of work.
* Motivating the team to achieve high standards and Sales targets.
* Handling new client enquiries and acting as the face of the business.
* Dealing with and resolving problems and issues which arise.
* Working with the sales and marketing team to drive sales forward.
* Monitoring & reporting on standards & performance targets.
* Arranging weekly team meetings, focusing on targets & achievements.
* Implementing new initiatives.
* Involved in the recruitment of new staff.
* Praise team members and creates a positive working environment.
* Ensuring all administrative and IT records are entered and updated correctly.
* Providing prompt and accurate information on individual performance.
* In pressure situation I myself went to meet customers & achieve sales target.

**01-11-2007 to 31-12-2009 Accountant at MATH IIT Learning**

**Pvt. Ltd. Thiruvananthapuram**

**01-04-2003 to 31-10-2007** **Data Entry Operator at Information Kerala Mission (IKM**)

**EDUCATIONAL QUALIFICATIONS**

* **B. Com.** from University of Kerala in 2002.
* **12th** from Board of Higher Secondary in 1999.
* **10th** from State Syllabus Kerala in 1996

**OTHER EDUCATIONAL QUALIFICATIONS**

* Got Certificate Course for Accountancy in **Peachtree** conducted by (**Rehdams)** Regional Human Resource Management and Management Society
* Got Certificate course in **DTP** from (AISECT) All India Society for Electronics & Computer Technology in 2007
* Got Certificate course in **MS** **Office** from C-IT (**Centre for IT Studies**) in 2003.

**PERSONAL DOSSIER**

Date of Birth : 27th April, 1982

Address : Al Nahda, Sharjah

Passport Number : U7049275

Nationality : Indian

Name of Father : Rajendran C K

Name of Mother : Meena Rajendran

Languages Known : English,Malayalam,

Hindi, Arab & Tamil

Marital Status : Married

Strength : Good listener, Friendly, hardworking and challenging.

**REFERENCES**

1. **BRIJITH P**

**AREA MANAGER**

**TVS PARTS MART**

**KERALA,**

**Contact No: +91 9895764125**

1. **RIGIL MON**

**ADMINISTRATION MANAGER**

**ATAD TRUKS & EQUIPMENT WORKSHOP**

**QATAR,**

**Contact No: +91 9745001323**

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**Declaration**

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