

Curriculum Vita

Vijayakumar

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Looking for a suitable position where my abilities, educational qualifications, professional experience are Mot productively utilized for achievement of company's and personal goals.

"Strong ability to produce results under pressure, as well as working within a team environment, excellent work ethic, highly motivated, with strong communication skills and interpersonal skills."

EXPERIENCE IN DUBAI

PROFILE IN – BRIEF

- Experienced in all works related to Accounts
- Have Very good Accounting Skill & Strong sense of responsibility
- Experienced in computer: - MS Office & Accounting Package of Tally, IDS software.

EMPLOYMENT DETAILS

Worked as a Chief Accountant in Hotel Raya's

(Rayas Group of Hotels, kumbakonam). Since SEP 2018 - JAN 2022

Worked as a Chief Accountant in Ramee Hotel Apartments

(Ramee Group of Hotels & Resorts, Abu Dhabi). July 2012 to July 2018

Worked as a Assistant Accountant in Ramee Guest line Deira Hotel

(Ramee Group of Hotels & Resorts, Dubai). from November 2007 to July 2010

Worked as a Assistant Accountant from July 2006 to April 2007 With 'Xeroxtronic Computers Pvt Ltd', India Tamilnadu.

Worked as an Assistant Accountant from May 2004 to June 2006 with 'Shriram Chits & Investments Pvt Ltd', India, Tamilnadu.

NATURE OF JOBS DONE EXPERIENCE

As a Accounts Payable & Receivable

Tallying Cash, Credit Cards and Company Settlements with System.

- Preparing of reports for Accounts, Sales, and Management
- Updating Debtors & creditors Ledger
- Sending Invoices Follow up Management Decisions/ follow up of outstanding Payments
- Monitoring Monthly Payables & Receivables and Finalize Monthly Collection Report
- Checking of Night Audit Report With Supporting Document
- Checking Income from rooming and outlet with proper supporting document

- Performing credit checks and Applications
- Can Maintain all books of Accounts Such as Sales, Purchase, Cash & banks Registers, Debtors, Creditors & General Ledger Accounts etc.

Languages Known : English, Hindi, Tamil, & Malayalam

Hobbies : Reading Books, Cricket and Traveling

PERSONAL DETAILS

Date of Birth : 30.06.1978
 Nationality : Indian
 Religion : Hindu
 Gender : Male
 E Mail : vijaydharan1978@gmail.com

PASSPORT DETAILS

Passport Number : L9523797
 Date of Issue : 05.06.2014
 Date of Expiry : 04.06.2024
 Visa Status : Visit Visa
 Place of Issue : Abu Dhabi

EDUCATIONAL QUALIFICATIONS

SL. NO.	NAME OF THE COURSE	NAME OF THE COLLEGE	YEAR OF PASSING
1.	B. COM.	T.B.M.L.COLLEGE ,PORAYAR BHARATHIDASAN UNIVERSITY, TAMILNADU, INDIA.	2003

Well versed with MS office and Internet Applications

Tally, IDS software.

I hereby declare that the information given above about me is true and correct to the best of my knowledge and correct to the best of my knowledge and belief.

Date:

Vijayakumar