

VIVEK N V

BCOM GRADUATE

CONTACT

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vivekvilson592@gmail.com

Dubai, United Arab Emirates

ACADEMIC CREDENTIALS

B. Com (Finance and Taxation)

- M G University
- 2014- 2017

Plus Two (Commerce)

- Board of Higher Secondary Examinations, Kerala, India
- 2012-2014

SSLC

- Board of Public Examinations, Kerala
- 2012

COMPUTER PROFICIENCY

- Can work efficiently in tally ERP 9.
- Familiar with various equation and formulas in MS Excel
- Familiar with Taxation and VAT
- Prepare Accounting Reports
- Manual and computerized Financial accounting
- Familiar with INVAACS software

ACCOMPLISHMENTS

- Accomplishes the result by performing the duty.
- Contributes to team effort by accomplishing related results as needed.
- Able to compile reports on monthly basis.
- Familiar with all petty cash handling procedures.
- Having knowledge in maintaining regular Books of Accounts in ERP
- Having experience in entering all expense, journal, receipt, and payment vouchers.



CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

KEY SKILLS

Team Work

Work Ethic

Communication

Leadership

Organization skills

Time Management

Interpersonal ability

Detail Oriented

Punctual

Quick Learner

Hardworking

Analytic Skills

EMPLOYMENT CHRONICLE

● ASSISTANT ACCOUNTANT

Dec 2020-Sep 2021

Claysys Lifestyle Builders,Infopark,Kochi,Kerala,India

- Manage all accounting transactions
- Publish financial statements in time
- Handle monthly, quarterly closings
- Reconcile accounts payable and receivable
- Ensure timely cash and bank payments
- Manage balance sheet
- Report on the company's financial health and liquidity

● ACCOUNTANT

Dec 2018- Dec 2020

Thambis Electrical and Interiors,Ernakulam,Kerala,India

- Prepares asset, liability, and capital account entries by compiling and analysing account information.
- Documents financial transactions by entering account information.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Prepares receipts and payments by verifying documentation and requesting disbursements.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Providing support to the team

● ENTERTAINMENT SERVICE PROVIDER

Jun 2017 - Aug 2018

PVR Cinemas,Lulu mall,Edapilly,Kerala,India

- Keep a record of sales and restock accordingly.
- Handling operations on day to day basis.
- Merchandising and marketing.
- Ensure that the office is kept clean and organized.
- Establishes and maintains the record system.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness and a positive language
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT**-Management skills to direct others and review others performance.

REFERENCE

- Available upon request

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 22/04/1997
Nationality	: Indian
Marital Status	: Single
Father's Name	: Mr. Vilson
Passport Number	: T5559088
Visa Status	: In Visit Visa

LANGUAGE KNOWN

- English,
- Hindi
- Malayalam
- Tamil

DECLARATION

I hereby declare that the above mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

Place :

Date :

VIVEK N V