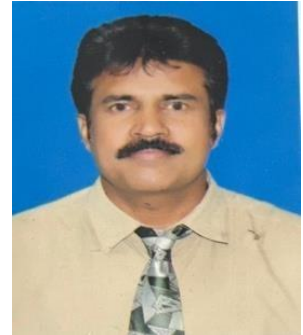


CURRICULUM VITAE

PRADEEP KUMAR C. VIJAYANATHAN



Email: pkcv72@gmail.com

Mob no: + 965 5654 0574 / 9449 6627

Objective :

Strong numerical and analytical skills with bachelor's degree in commerce and professional qualification of C.A. INTERMEDIATE; seeking a position as Finance Manager.

Accounting Skills

- **Well versed with all the accounting aspects.**
- **Good interpersonal and communication skills.**
- **Responsible for complex interaction with clients.**
- **Ability to work under pressure.**
- **Ability to handle complexity and ambiguity.**
- **Ability to identify and correct any minor or major mistakes in accounts.**
- **Maintaining good record of all accounts, which is understood by others.**

Professional Experience

*** Oct 2008 to September 2016 as Chief Accountant, and thereafter promoted as Head – Finance Department from October 2016 till June 2017 for UAE Exchange Centre WLL, Kuwait, having 23 branches in Kuwait and Head Office in Abu Dhabi.**

***Feb 2018 to Feb 2019 as Accounts Manager – Finance and Operations with AL Ghanim International General Trading and Contracting Company. Instrumental in setting the Sheikh Abdullah Al Salem Cultural Centre (Client Amiri Diwan of Kuwait),**

***March 2019 to Oct 2020 as Finance Manager with OMAN EXCHANGE CO. WLL Kuwait.**

*** Nov 2020 till Feb 2023 as Accounts Manager in World City General Trading Co, Kuwait.**

*** Currently working as Finance Manager in a reputed General Trading Company in Kuwait, having more than 25 subsidiaries including foreign operations in UAE, QATAR, and INDIA (will be disclosed at the time of interview)**

Responsibilities

- Reviewing, compiling, financial information.
- Maintaining day-to-day cash inflows and outflows
- Prepare and review budget.
- Maintaining, controlling the expenses of the company.
- Reporting the daily, weekly, and monthly fund statements.
- Interacting with internal and external auditors in completing the audits.
- Completing all the activities on same day without keeping any pending works.
- Using different types of accounting software , especially with **sound knowledge in ORACLE (ERP)**
- Ensuring that all accounting related activities follow company standards.
- Presenting accounting issues and results to executive committees and upper management.
- Managing the account budget and invoice with the client.
- Preparing branch wise I and E monthly.
- Consolidation and finalization of accounts.
- Co-ordination for Statutory audit and other Central Bank matters.
- Submission of monthly reports to Central Bank of Kuwait.

Personal Qualities

- Self confidence
- Willingness to Learn New Things
- Good communication skills
- Straight forward to work
- Quick learner

Achievements

- Able to bring about a friendly work atmosphere and the spirit of co-operation among the staff.
- Able to effectively control the cost as well as make necessary steps to increase profit.

Qualification

- B. Com (First Class) from Baseliuss College, Kottayam
- C.A. INTERMEDIATE from THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA.

Computer proficiency

- Basics -MS -Word, MS - PowerPoint, MS – Excel, especially expertise in **V-LOOKUP, PIVOT TABLE and other advanced formulae.**

- Internet Concepts, MS-Access
- Tally
- Many accounting software (shortcut)

Organizational Experience

Jan 2003 - Jul 2008	Chief Accountant	Time Net Solutions Ltd, General Trading. Co. India, Kerala
Jan 1999 - Nov 2002	Management Consultant	V. R Professionals, Regd. Firm. Of Chartered Accountants India, Kerala.
Nov 1994 - Dec 1998	Senior Audit Assistant	M/s Vishnu Rajendran & Co, Chartered Accountants, Kottayam, Kerala
Oct 1991 -Nov 1994	Article ship Trainee/ AccountsAssistant	Kurian & Suseelan Chartered Accountants, Kottayam, Kerala.

Personal Details

Date of Birth : 19-05-1970
Sex : Male
Nationality : Indian
Marital Status : Married
Languages : English, Hindi, Tamil, Malayalam
Address : Flat #6, Floor # 1
 Block 4, Street # 50
 Jleeb Al Shuwaikh, Kuwait.
Mobile : + 965 - 5654 0574 / 9449 6627

Kuwait driving license : Yes

Passport Details:

1. Type : P
2. Name : PRADEEP KUMAR C VIJAYANATHAN
3. Passport NO : S0588628
4. Date of Issue : 01/11/2017
5. Date of Expiry : 31/10/2027
6. Country Code : IND
