**Curriculum vitae**

VINU VARGHESE

Mob: +971-50-956 9332 (UAE)

Email: vinuvarghesemcom@gmail.com Objective:

Have gained exposure as an Senior Accountant for various Companies and business processes, I feel my strength lies in being able to work in any job, which is multidisciplinary and multidimensional in nature, and hence feel that consolidation of my skills would be better channeled through working in a multidisciplinary environment, involving a blend of Finance, Accounts and Auditing.

**Education Profile:**

Post-Graduation in Commerce & Finance, M.Com, Kerala University, South India

Computer Exposure:

Well Conversant with Software Viz.M.S Office 2007 and other Financial/Operational Software such as

Sage, Tally, Traverse, Inspire, Expert Accounting Packages.

# Experience: 12 Years Working Exp in UAE for Accounts with Valid Driving License

**© (March 2014 to 31 Oct 2020) Accounts In Charge/Chief Accountant in MMW EQT LLC (Construction Trading for Heavy Equipment’s) Dubai, UAE**

Work Profile:-

❄Financial Statements ❄Internal Audit ❄Controls Receivables & Payables Management

❄Bank Reconciliations & Entries ❄All Banking Activities ❄Budget, Variance & Cost Control

❄Inventory Management System ❄HR & Payrolls ❄Maintains Cash & Fund Flow Management

❄Co-ordinate Meetings ❄Inbound Marketing ❄Office Software & Clerical Skills

❄Renewals of Legal Contracts ❄Prepares Tax Returns ❄Negotiating the Terms of Business Deals

Work Profiles:-

© (**March 2009 to Feb 2014) Chief Accountant/Office Manager in Emerald Star Group, Dubai** (**Trading Activities and**

**Import & Export of Garments, Cosmetics Mainly from Japan)**

© (**April 2008-Feb 2009) As Chief Accountant in Jumeriah Beach Real Estate LLC, Dubai, U.A.E (Real Estate Company)**

©**(April 2007-Mar 2008) As Chief Accountant in Software Solutions LLC, Dubai U.A.E** (**Manufacture, Trading and Implementation of Accounting Software)**

**© (Nov 2006 to March 2007) As General Manager in Caveri Chemicals Ltd, Kerala, South India**

**© (Jan.2006-Oct.2006) As Accountant cum Administrator in M/S. Napoli Furniture, Chennai, South India**

**© (1997-2005) As Branch Accountant cum Administrator in M/S. Integrated Finance, Kerala, South India**

**©** (1**994-1996) 2 Years as Audit Assistant in a Chartered Accountant Firm at Chry, Kerala, South India.**

**Job Responsibilities:**

Examining and evaluating the firm’s financial and information systems, management Procedures and internal controls to ensure that records are accurate and controls are adequate to protect fraud and waste. Review of Operations-evaluating their efficiency, effectiveness, and compliance with corporate policies/procedures and government regulations

**Involvements:**

Analysis, in depth, over key areas of management in all the functional and operational areas of the company. Compares each area to pragmatic, accepted management methods used in prosperous small to medium sized business operating today. Identifies areas, and give specific recommendations, where Management (ownership) can be challenged to make changes that will improve sales, profits and organizational effectiveness. Determines estimated cost savings that will be realized by taking corrective actions.

**Skills Possessed:**

Creative in decision-making

Effective communicator

Clear Understanding about the Work At Hand

Good Team Leader and can bring minds together

High Sense of Job Commitment

Wider perspective in thinking

**Personal Details:**

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| Date of Birth | : 14-04-1974 |
| Driving License | : Valid U.A.E Driving License |
| Visa Status | : **Visit Visa** |

I hereby declare that the details furnished above are true to the best of my knowledge.

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| In conclusion I would like to assure that, capable of handling any job assigned to me, |
| which suites my qualification and experience with utmost care coupled with Leniency |
| and my efficiency towards work to the total satisfaction of my employer |

**VINU VARGHESE**