



# VRINDA VIJAYAN

## FINANCIAL ACCOUNTANT, ACCA AFFILIATE

An Experienced ACCA Professional backed by 3 years of experience of working in diverse financial position with different company and organization. Currently Seeking an Accountant position with a leading company to explore my experience and skills to improve work performance, development to the company and achieve my own objective.

+971 508362745



Vrindhasudarshan33@gmail.com



### ACADEMIC QUALIFICATION

- **ACCA AFFILIATE**
- **BA. Hons in International Business and Finance- (University of West Of Scotland)**
- **B.com in Finance and Taxation-(Mahatma Gandhi University)**

### TECHNICAL QUALIFICATION

- **Tally ERP 9**
- **Excel**
- **Infos –ERP Accounting Software**
- **Real Soft - ERP**

### PROFESSIONAL EXPERIENCE

**UAE**

#### ➤ **Benair Air-conditioning Co. LLC - Business Bay -Dubai**

**Finance Executive (April 2019 – August 2021)**

#### Duties & Responsibilities

- ❖ Preparation of Financial Reports including Balance Sheet, Income Statement, Project & Item Profitability Reports, and additional specific reports required by the management on a Monthly, Quarterly & Yearly Basis.
- ❖ Handling Accounts of four Different Divisions of the Company- Project, Maintenance, Trading and Production.
- ❖ Handling Monthly Accounts Finalizations, thereby submitting Profit and Loss to the management.
- ❖ Bank Reconciliation, Inter Branch Intercompany Reconciliations and other reconciliations are completed on regular basis.
- ❖ Review and Monitoring of Account receivables and payables activities.
- ❖ Ensure All Financial Transactions and company policies comply with IFRS Standards.
- ❖ Perform month end closing activities such as account reconciliation, revenue accounting, expense accounting, etc.
- ❖ Prepare financial and Management reports required for team meetings or as requested by management.
- ❖ UAE VAT Registration, Amendment, filing of Returns and maintaining proper Records & Documentation required by the FTA.
- ❖ Deal with Petty Cash Management and ensure it is maintained properly.
- ❖ Preparation of Cash Flow and Fund Flow Statements, And Projections for the upcoming months on a regular basis.
- ❖ Review and Processing of Payroll Accounting, Gratuity, Leave Salary and Other Staff Payments through WPS.

## CORE SKILLS

- Accounts Payables & Receivables
- Monthly Financial Reports
- Daily Bookkeeping
- Reconciliations
- Cash Management
- Monthly Reports
- Payroll Management
- Accounts Finalization
- Cash and Fund Flow

## PERSONAL INFORMATION

- Date of Birth -31/12/1997
- Nationality - Indian
- Passport No - S0061364
- Visa Status - V i s i t Visa

## LANGUAGES KNOWN

- English
- Malayalam(Native Language)
- Tamil

## ➤ M/s Accounts India – Kerala INDIA

**Accountant (February 2017 – April 2019)**

### Duties & Responsibilities

- ❖ Compile and analyse financial information's and documents to prepare books of accounts and its finalization including tax returns (VAT) and Inventory
- ❖ Maintenance of Day Book and ledgers
- ❖ Maintain Cash and accurately record cash transactions.
- ❖ Preparation of financial statements, cash flow and fund flow statements
- ❖ Preparation of projected and provisional Balance sheets
- ❖ Payroll preparation and Accounting
- ❖ Preparation of Purchase and Sales registers. Monitoring Payables and Receivables; produce monthly statement of accounts.

### CERTIFICATIONS

- ❖ Association of Chartered Certified Accountant
- ❖ Diploma in Accounting and Business

### SKILLS

- ❖ Leadership and Management skills.
- ❖ Capability of multitasking and believe in teamwork.
- ❖ Well suited to take up any challenging positions.
- ❖ Attentiin in Detail and Accuracy
- ❖ Worked During Software Migration.

### REFERENCE

- ❖ ASHA IYER (ACCA ADVOCATE)  
MOB NO: 0091-9446093872

### DECLARATION

I do hereby declare that all the facts mentioned above are true to the best of my knowledge and belief.

**VRINDA VIJAYAN**