

# **CURRICULUM VITAE**

VIPINDAS K.S

E-mail: [vipindasks71@gmail.com](mailto:vipindasks71@gmail.com)

Mobile: +971 502539816

Visa Status: Visit Visa



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## **Career Goals**

Seeking a rewarding position within a progressive environment, involving high degree of responsibility, offering challenging assignments, which will capitalize on my accumulated knowledge, skill and experience to provide an atmosphere for professional growth based on Performance.

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## **Offers the following expertise**

- Strong technical accounting skills
- Excellent research and financial analysis abilities
- Experience in the facets of cash application
- Strong computer and cash register operations abilities

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## **2018 to Present Accounts Executive @ Forerun Technologies India Pvt Ltd** **Info park Kochi**

- Handling and tracking client invoices and monitors when clients pay their bills. Receivable personnel often have to go after clients with past-due invoices. Major duties includes client account monitoring, keeping track of company credit accounts, and comparing current revenue with payments due.
- Monitor customer account details and identify and investigate non-payments, delayed payments and other irregularities.
- Issue invoices and maintain accounting reports.
- Carried out month-end close responsibilities.
- Communication with client on process related issues by email and over phone.
- Prepared financial statements and reports.

- Day book updating on daily basis.
- Prepare monthly financial statements for company
- Ensure accurate and timely monthly close activities
- Review accounts payable and accounts receivable

### **Educational Qualification**

- B COM (Finance & Taxation ) MG University, Kerala (2016)
- Plus Two – Kerala Board Exam (2012)

### **Technical Skills**

- Work experience in **SAP Business One**
  - Excellent knowledge in **Tally 9**
  - Proficient in MS Word, Excel, PowerPoint & Internet.
  - Well versed with computer operations for day to day work.
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### **Personal Details**

Nationality	: India
Gender	: Male
Date of Birth	: 25/06/1995
Marital Status	: Single
Passport Number	: P0818585
Language Known	: English, Malayalam, & Hindi
Visa Status	: Visit Visa

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### **Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

**Vipindas K S**