

VINESH KR

Accountant

Master's degree holder in Finance with 12 years' experience. Seeking Senior or Mid-Level assignments with a reputed organization in the fields of Corporate Finance, Financial Institution and Banking Field.

Executive Summary

A dynamic professional with over 12 years (7 Years 4 Months in Dubai, UAE) of rich & extensive experience in Accounting, UAE VAT, Cash operations management. Hands on experience in Financial Statements, Taxation, Stock audit. Easy going by nature & able to work with all members of staff regarding finance issues to resolve problems. Proven ability to manage multiple assignments efficiently while meeting tight deadline schedules.

- Value Added Tax(UAE)
- P & L
- General Ledger
- Cash Flow

AML
Payables & Receivables
Bank Reconciliation

Work History

2016 Mar -
Current

Accountant

Aarzee Jewellery DMCC

Aarzee Jewellery DMCC is a Dubai based company engaging in Manufacturing of Diamond Ornaments. The company mainly concentrates on exports & wholesale trades

Job Responsibilities:

- Preparation and e-Filing of UAE VAT Return
- Collect Data, Prepare & File VAT Refund
- Preparation & Filing AML
- Journal Entries
- Manage Accounts Payables, Receivables
- Manage Payroll
- Reconcile Bank Statements
- Responsible for Monthly Account Closing Entries mainly Prepaid, Provision, Accruals, Depreciation
- Profit & Loss A/c
- Provide assistance for Statutory Audit
- Provide Reports as required by the Management



Contact

Address

Dubai, UAE

Phone

+971501215409

E-mail

krvinesh144@gmail.com

Skills

Microsoft Excel

Microsoft Word

Tally Erp 9

Navition

JDE (Oracle)

Peachtree

Participation Certificate

Tally Financial Accounting Program from Bharat Sevak Samaj

Certificate In Financial Accounting from Bharat Sevak Samaj

- (Gold Consumption Report)
- Preparing Sales Invoice
- Preparing Cash Flow Statement when required by the Director
- Maintain Asset Registers
- Maintain Prepaid Register, Loans & Advances to Employees Register
- Maintain Vehicle Register (Insurance, Services, Fuels, Salik.)
- Maintaining & Comparing Register for DEWA Bills
- Gold Purchase
- Gold Consumption & Inventory Checking in Software
- Petty Cash Handling

**2014 July-
2015 Aug**

Accountant – Cashier

INSPIRE DIGITAL SHOPPE, Kottayam

- Preparing and Maintaining register on daily basis
- Preparing Invoices for Sales & Purchase
- Cash Handling and Bank Reconciliation

**2010 Dec –
2014 May**

Accountant

ESQUIRE MULTIPLAST PVT LTD, Cochin

Esquire Multiplast Pvt Ltd is leading Manufacturer & Wholesaler in moulded Plastic Furniture & Kitchen items.

Job Responsibilities:

- Documents financial transactions by entering account information
- Recommends financial actions by analyzing accounting options
- Summarizes current financial status by collecting information; Preparing Profit and Loss statement, and other reports
- Preparation and e-filing Service Tax, Central Excise, Kerala VAT, TDS Return
- Preparation and e-filing of Statutory Forms
- Maintaining Purchase & Sales including Stock Register
- Preparation of various reports to the top management
- Dealing with banks on various matters
- Cash Handling & Bank Reconciliation
- Manage Payroll Function

Languages

English – Fluent

Hindi – Fluent

- Assistance to Stock Audit
- Assistance in Statutory Audit

**2010 July-
2010 Nov**

Senior Assistant

MANAPPURAM FINANCE PVT LTD

Job Responsibilities:

- Proving Loan against Gold Ornaments
- Cash Handling
- Customer Relation
- Chit Fund, General Insurance

Education

2010

Master Degree: Commerce (M.Com Finance)
SVR NSS College - Kottayam

2008

Bachelor Degree: Commerce
SVR NSS College - Kottayam

Strength

Self-motivation and honesty

Decisive and forward thinking, with strong vision and strategic capability

Ability to network and liaise with clients at every level

Capable of operating within highly competitive industries

Good communication skills both written and verbal

Motivational and credible with highly effective interpersonal skills

Professional References

Will be provided upon request