

# VISHNU PR

## ACCOUNTANT & AUDIT EXECUTIVE



### PROFILE

Committed Accounts cum Audit Executive with solid **8 years** background working in busy office environments, seeking an opportunity to relocate to a Company/Firm in accounts section, possesses strong communication and interpersonal skills with astute judgment when performing diverse daily tasks.

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Karama, Dubai



Kerala, India



### CAREER SUMMARY



Supplier of security system goods and services, like CCTV, UPS, Access Control. UAE Authorized dealer of Hanwha Techwin and Checkpoint.

#### Accountant

Business Automation & Security Systems LLC - Service Industry  
03/2023-08/2023 (6 Months) **Dubai, UAE**

- Performed daily book keeping, Invoicing in Zoho Books.
- Collection, Follow up, reconciliation of receivables.
- Management of account payable.
- Preparation & filing of quarterly VAT returns with FTA.
- Monitoring bank position and bank reconciliation.
- Pay slip preparation and processed WPS transfer.
- Petty cash Management
- Administration duties as per requirement such as co-ordinating shipping, Insurance, employee visa process, renting vehicle, renewal of contracts, Renewal of Company legal documents etc.



Supplier of gifts and stationery products to reputed hypermarket networks & Selling products through E-commerce & Retail Business

#### Accountant

Ajooba Stationery & Gifts LLC - Retail Industry  
03/2022- 02/2023 (1 Year) **Dubai, UAE**

- Performed daily book keeping, posting and processing entries.
- Monitored the AR Cycle by ensuring the timely collection of payments from the customers.
- Ensured the timely payments to accounts payable by using budgeting, ageing of payable & setting up the credit period.
- Established a system to reconcile rebate charged by customers as a part of cost control.
- Preparation & filing of quarterly VAT returns with FTA.
- Monitoring bank position and bank reconciliation.
- Prepared and submitted, weekly and monthly MIS reports to the management.
- Processed month/quarter/year end closing of accounts and submitting reports.
- Pay slip preparation and processed WPS transfer.
- Inventory Management- Ensuring the control process in physical counting of inventory, warehouse transfer, processing of products, dispatch & delivery of products.
- Organized meetings and work groups to integrate activities, communicate issues, obtain approvals & resolve problems.

#### Accountant

Freelance

06/2020-02/2022 (Approx 2 years) **Kerala, India**

- Bulk accounting data entry from scratch invoices and documents to organised accounting meaningful data & information.
- Day to day book keeping for companies.
- Preparation of Financial Statements for clients.
- Associated with accounting and audit service providers for various accounting and audit assignments.
- GST registration, GST return filing for clients



Reputed firm specialized in Corporate Audit, Taxation & Accounting

#### Auditor & Accountant

Krishnamoorthy & Krishnamoorthy Chartered Accountants  
05/2015-05/2020 (5 Years) **Kerala, India**

- Responsibly executed the whole audit process including preparation & presentation of Financial statements of significant audit assignments such as, The KSFE Ltd (T/O as on 2019- US\$5.6 billion) & The Western India Plywoods Ltd (T/O - US\$11.3 million).
- Liaised with the clients and provided advice in taxation matters & also aided in responding to notices from various Statutory Authorities.
- Preparation of Financial Statements and reporting
- Accounting data entry services for Clients.
- Rendered secretarial services and advice on Corporate Law matters.



### EDUCATION

2015	Bachelor degree in Commerce Calicut University
2012	Higher Secondary Education GVHSS Cherpu, Thrissur
2010	High School CNN BHS Cherpu, Thrissur



### AREA OF EXPERTISE

Taxation

Financial Accounting and Reporting

Budgeting

Receivables & Payables Management

Payroll Management

Audit and Assurance

VAT

Tally ERP

Zoho Books

Microsoft Office 365