



ALEN K VARGHEESE

ACCOUNTANT

CONTACT INFORMATION

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📍 Dubai, UAE

EDUCATION

M. Com IN FINANCE | 2016 - 2018

- University of Calicut

B. Com IN FINANCE | 2012 - 2015

- University of Calicut

HIGHER SECONDARY | 2010 - 2012

- Board of Higher Secondary Examination, Kerala, India
- National Higher Secondary School, Irinjalakuda, Thrissur, Kerala, India

SSLC | 2010

- Board of Public Examination, Kerala, India
- National Higher Secondary School, Irinjalakuda, Thrissur, Kerala, India

AWARDS & ACHIEVEMENTS

- Awarded the 'C' Certificate from the National Cadet Corps in 2012.
- Awarded the 'B' Certificate from the National Cadet Corps in 2011.

PROFESSIONAL SUMMARY

Experienced accounting professional with expertise in accounts payable and Receivable, invoice management, and financial reconciliation. Proficient in general ledger tasks, VAT returns, and month-end processes. Holds a Master of Commerce in Finance, known for attention to detail and effective communication.

SKILLS

VAT Returns Preparation

Analytical skills

Leadership Quality

Attention to Detail

Time Management

Invoice Processing

Cash management & Billing

Accounts Payable and Receivable

WORK EXPERIENCE

ACCOUNTING SERVICES ASSOCIATE III | Jan 2022 – Jul 2024

CONDUENT BUSINESS INDIA PVT.LTD, KOCHI, KERALA

KEY RESPONSIBILITIES

- Proficient in Accounts Payable processes including invoice processing, payments, recovery, and post-payment audit tasks.
- Expertise in resolving various types of invoice discrepancies and ensuring accuracy in financial records.
- Responsible for requesting vendor statements and reconciling them with SAP records.
- Efficiently handles basic vendor inquiries and resolves issues related to credit, debit, short payments, and overpayments.
- Skilled in identifying and preventing duplicate invoice payments to maintain financial accuracy.
- Communicates effectively with vendors via email to address outliers and obtain necessary confirmations.
- Manages end-to-end claim processing to recover amounts from supplier accounts upon vendor confirmation.
- Capable of taking on additional tasks such as reporting, testing, or other assignments as directed by management.

ACCOUNTANT | May 2019 – Sep 2021

LULU GROUP INTERNATIONAL, DUBAI, UAE

KEY RESPONSIBILITIES

- Managed Vendor Invoice Management (VIM) tools including OpenText Imaging tool, ICC, VIM Analytics, and VIM Reporting.
- Handled Accounts Payable tasks such as invoice processing, payments, GRIR, and MRBR.
- Conducted general ledger month-end closing activities, including journal entry review and updates.
- Performed daily accounting responsibilities like fund tracking, deposit preparation, cheque distribution, and account reconciliation.
- Assisted in monthly VAT return preparation and filing.
- Monitored PO/NPO invoices in VIM to resolve exceptions within SAP.
- Handled Accounts receivable tasks such as (invoicing, Billing & collection, Accounts reconciliation)
- Ability to complete daily accounting tasks such as fund tracking, preparing deposits, cheque distribution, and account reconciliation.

COMPUTER PROFICIENCY

MS Office	★ ★ ★ ★ ★
Tally ERP9	★ ★ ★ ★ ★
SAP	★ ★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★

LANGUAGES KNOWN

English	<div></div> 100 %
Malayalam	<div></div> 100 %
Hindi	<div></div> 85 %

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 17-10-1994
Nationality	: Indian
Marital Status	: Married

Permanent Address

Kuruthukulangara House,
Kanjirathode Road, Irinjalakuda,
Kerala, Thrissur, India

PASSPORT DETAILS

Passport Number	: N2147019
Date of Expiry	: 13-08-2025
Place of Issue	: Cochin

INTERESTS



Photography



Travelling



Watching
Comedy

- Assisted in the preparation and filing of monthly VAT returns, ensuring compliance with regulatory requirements.
- Reconciled bank statements with general ledger entries and supported month-end and annual stocktaking procedures.
- Utilized advanced features of Vendor Invoice Management (VIM) tools to streamline invoice processing and enhance efficiency.
- Implemented best practices in Accounts Payable to ensure accuracy and compliance with organizational policies.

ACCOUNTS ASSISTANT | Jan 2014 – Aug 2016

UNNIKRISHNAN & CO CHARTERED ACCCOUNTANTS, IRINJALAKUDA, THRISSUR, KERALA, INDIA

KEY RESPONSIBILITIES

- Possessed intermediate knowledge and experience in calculating Value Added Tax (VAT).
- Handled petty cash and performed daily cash reconciliations.
- Conducted cross-verification of financial transactions with supporting documents.
- Filed VAT returns by validating customer purchase and sales bills.
- Supported month-end and year-end close processes by preparing necessary documentation.
- Reconciled bank statements and general ledger accounts to ensure accuracy and identify discrepancies.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.
- **FINANCIAL ANALYSIS** - Capable of analyzing financial data, interpreting trends, and providing insights to support decision-making and strategic planning.
- **AUDIT PREPARATION AND SUPPORT** - Proficient in assisting with audit processes by preparing audit schedules, gathering supporting documents, and liaising with auditors to ensure smooth audits.

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

ALEN K VARGHEESE