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|  |  +971 588762670 |
|  |  adarsh89vijayan@gmail.com |
|  |  Al Nahda, Sharjah, UAE |
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| **Accounting professional with more than 9 year’s experience (5 years in the UAE) in the field of accounting, audit, finance & HR.** |
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| **RELEVANT SKILLS** |
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| * Accounts Payable & Receivable
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| * Financial Reporting
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| * General Ledger & Bookkeeping
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| * Accounts Finalization
 |
| * Financial Auditing
* Regulatory Compliance
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| * Financial Analysis
 |
| * MS Office & ERP
* Reconciliations
* Critical Thinking
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| **EDUCATION** |
| November 2014**The Institute Of Chartered Accountants Of India, Chennai***CA Intermediate (Group I)*May 2009**Madras University, Chennai***Bachelor Of Commerce* |
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| **PERSONAL DETAILS** |

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Nationality : IndianDate Of Birth : 14 March 1989Visa Status : Employment VisaDriving License : UAE & India

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| **CERTIFICATIONS** |

* Accounting Technician Certificate issued by The Institute of Chartered Accountants Of India
* Information Technology Training Certificate issued by The Institute of Chartered Accountants Of India
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| **ADARSH VIJAYAN****ACCOUNTANT****CAREER PROFILE** |
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| * Extensive experience in handling accounts finalization, receivables, payables, bank reconciliations.
* Experience in managing various statutory return filings and general day to day accounting.
* Skilled in handling audit assignments; pivotal in collating and validating inputs required for audits and sharing the same with the audit team; coordinating for queries raised by auditors and successfully completing audits within agreed timeframes.
* Assisted HR Manager in managing the HR Department with an employee strength of around 150.
* Excellent time management, communication, team work and multi-tasking skills.
* Strong analytical and problem solving skills with ability to complete the work within deadlines.
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| **PROFESSIONAL EXPERIENCE** |
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| April 2023 – Present **General Accountant***Falconcity Of Wonders, Dubai, UAE** Recording and monitoring of all payments & expenditures.
* Review invoices for appropriate documentation prior to payment approval from management.
* Drafting cheques, payment vouchers, TT list and ensuring all approvals received before payment
* Formulated monthly payroll, leave salary settlements, end of service benefits, air ticket settlements & WPS file.
* Preparing utilities payment list (DEWA, Etisalat, Du) and ensuring that employees personal calls has been recovered from them.
* Facilitated various management reports as instructed by CFO
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| September 2020 – March 2023**General Accountant***Al Etihad Gold Refinery DMCC, Dubai, UAE** Entering receipts, payments, journal entries, tax invoices, credit notes, analysis reports in customized ERP software (NEO).
* Keeping track of receivables, payables, balance confirmations, enquiries from customers and suppliers & their follow up, petty cash, stationery supplies and reporting it to Finance Manager.
* Assisted Finance Manager in month & year end closing of accounts and during Audit Engagements
* Supervising the finance department (12 accountants) & preparing reports for Top Management whenever Finance Manager is on vacation/ leave.
* Assisted HR Manager in managing HR Department and directly reporting to MD
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| March 2019 – February 2020**Senior Accountant***Cromwell UK International Education, Ajman, UAE** Collecting fees from students and recording it in ERP system.
* Reconciliation of all collections via cash, credit card, cheque and online transfers.
* Month end & year end closing of books of accounts and submitting the financials to CEO.
* Preparation of various management reports (program wise & consolidated) such as monthly financial statements, expense- variance analysis, cost-benefit analysis and directly reporting to CEO.
* Maintaining and updating the fixed asset register & schedule of depreciation.
* In charge for all petty cash required for admin/ office supplies and consumables

June 2016 – January 2019**General Accountant/ Credit Manager***Gosree Finance Ltd. (Corporate Office), Kerala, India** Daily recording of receivables, payables, journals, and other accounting entries in ERP system and its reconciliation.
* Drafted financial statements of subsidiary companies
* Preparation and consolidation of Monthly, Quarterly & Annual Financial Statements by complying with generally accepted accounting principles and standards (including monthly closing entries).
* Managed the Credit department which includes preparation of credit appraisal reports, analysis of credit-worthiness and repayment capacity of customers by using various financial ratios.
* Collaborated with top management team in improving and executing strategies and processes, accomplishing corporate goals and profitability for the company.
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| **PREVIOUS EMPLOYMENTS** |
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December 2015 – April 2016 **Audit Assistant** *M/s Ashil & Associates Chartered Accountants, Kerala, India* September 2012 – October 2015 **Article Assistant** *R.ManojKumar & CO Chartered Accountants, Kerala, India* |