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| |  |  | | --- | --- | |  | | |  | | |  | | |  | | |  | | |  | +971 588762670 | |  | adarsh89vijayan@gmail.com | |  | Al Nahda, Sharjah, UAE | |  | | | **Accounting professional with more than 9 year’s experience (5 years in the UAE) in the field of accounting, audit, finance & HR.** | | |  | | | **RELEVANT SKILLS** | | |  | | | * Accounts Payable & Receivable | | | * Financial Reporting | | | * General Ledger & Bookkeeping | | | * Accounts Finalization | | | * Financial Auditing * Regulatory Compliance | | | * Financial Analysis | | | * MS Office & ERP * Reconciliations * Critical Thinking | | |  | | | **EDUCATION** | | | November 2014  **The Institute Of Chartered Accountants Of India, Chennai**  *CA Intermediate (Group I)*  May 2009  **Madras University, Chennai**  *Bachelor Of Commerce* | | | |  | | --- | | **PERSONAL DETAILS** | | | |   Nationality : Indian  Date Of Birth : 14 March 1989  Visa Status : Employment Visa  Driving License : UAE & India     |  | | --- | | **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 | |  |  | | --- | --- | |  | | | **ADARSH VIJAYAN**  **ACCOUNTANT**  **CAREER PROFILE** | | |  | | | * 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. | | |  | | | **PROFESSIONAL EXPERIENCE** | | |  | | | 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 | | |  | | | 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 | | |  | | | 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. | |      |  | | --- | | **PREVIOUS EMPLOYMENTS** | |  |   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* |