

VIPINMANOHARAN

0506289437 | Email :vipinmkovilakam@gmail.com
Cluster CBD06 Room no 814 International city Dubai,

27 07 2023

Hello

Hr Department

Fresh Fruit

Job Application

I am hereby expressing my interest to work with Fresh Fruit ,iam experienced in Accounts,Finance,Purchase, cost controle,Management Accounts,Banking accounts Administration,Document controle,Data entry and other works related with Accounts,Inventory and Administration.

I have total 13 years of work experiance also have 5 years of Dubai and Bahrain work experience. In Dubai worked as Purchase and Accounts payable. and iam M.com in Finance and an MBA holder .with my professional experiance iam sure that I can perform very well,

I would welcome the opportunity to disscus my qualification further and learn more about to join to your team.please feel free to contact me at any time to schedule an interview.

Iam in visit visa and. I can join immediatly

Thank you for your time and consideration.

Sincerely

VipinManoharan

0506289437

Vipinmkovilakam@gmail.com

OBJECTIVE

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

EXPERIENCE

Desert Line Trading L.L.C (Dubai)

1-07-2023 - At present

Accounts and Operation incharge
Preparing statement of Accounts
Purchase and sales invoices posting
Issuing cheque and collecting cheque on time
Bank payments and reconciliation
Allocation of receivable and payable accounts
Preparation of vat return
Marketing constructions and fitout materials
Email correspondence and Communicating with clients
Issuing quotation and confirming the orders and invoices
Confirm the received and sales orders orders
Confirming the fuel expenses and petty cash
Project instructions to field staff

Shokri Hassan trading company (Dubai)

10-04-2018 - 25-08-2021

Accounts Payable and Accounts Receivable supervisor
Records all accounts payable and receivable transactions.
Issuing cheques and receiving cheques
Reconciliation of issuing and receiving cheques
Allocation of issued cheques and received cheques
Preparing and sharing monthly statement of accounts for all clients
Rechecking invoices and LPOs
Communicating and maintain strong relationship with local and international customers
Documents controlling and E mail correspondence
Calculate vat and prepare statement for vat returns
Manages and trains accounts payables and receivable executives
Assisted Finance and Audit Team with month end processing, including accruals and account reconciliation
Uses popular accounts payable software.
Reporting to director
Working relationship: Both National International Clients.



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📞 0506289437

📍 Cluster CBD06 Room no 814
International city
Dubai,

SKILLS

Accounts consultant and Tax practitioner

Diploma in French language

Accounts programming software (Accounts pro) from Aptec

Tally, ERP9, FACTS, ERP LAN, Micro soft Excel.

LANGUAGES

English Hindi French Malayalam
Tamil

PERSONAL DETAILS

Date of Birth : 28-03-1986

Marital Status : Married

Nationality : Indian

Religion : Hindu

Passport : W7574948

Gender : Male

Awal gulf Trading and manufacturing company (Bahrain)

20-08-2017 - 07-04_2018

- Accountant
- Coordinatingfinance, costing, planning, production, marketing departments
- Purchase and sales documents controlling.
- Assisting Finance team for the payments
- Reconciliation and allocation invoices and cheques
- Banking reconciliation
- Coordinating with Hr and prepare statements for salary and settlements
- Working with other departments and to ensure smooth function
- Reporting to Manager
- Working relationship : Both National and International clients.

Tax consultancy

01-05-2009 - 31-07-2017

- Tax consultant
- Reconciled accounts and reviewed expense data, net worth, and assets.
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions
- Completed daily cash functions like account tracking, payroll and wage allocations, and banking reconciliations.
- Handled day-to-day accounting processes to drive financial accuracy.
- Detected and corrected mistakes early on and implemented systems to avoid recurring
- Researched technical tax issues to define tax effect or impact of certain tax positions
- Collection and payment of different taxes to Tax authorities

EDUCATION

Annamali university Chennai

MBA Human Resource Management
1st Class

Annamali university Chennai

M.com Finance

Calicut University India

B.COM

Alliance Francis Mahe

Diploma in French language