



Moses Vinod

Permanent address : Rose Field, Mayyanad, Kollam, Kerala, India
Present address : Near Burjman Metro station, Burdubai, UAE

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DOB : 27/07/1991

OBJECTIVE

To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment, where I could utilize my skills and knowledge efficiently for organizational growth.

SKILLS

- 1. Financial Management
 - Accounts Payable and Receivable
 - Payroll Administration
- 2. Customer Relations
 - Customer Service and Satisfaction
- 3. Process Improvement
 - Process Redesign and Improvement
- 4. Analytical Skills
 - Financial Analysis and Reporting
- 5. Collaboration
 - Cross-Functional Collaboration
- 6. Software knowledge
 - Tally ERP 9
 - MS Office

LANGUAGE

- English
- Malayalam
- Tamil
- Hindi
- Arabic

PERSONAL DETAILS

Father Name
Vinod Mathew George (Dysp Rtd.)

Nationality
Indian

Marital status
Married

Passport details
Passport No. U9723679
Date of Expiry: 03-03-2031

LMV, MCWG license

EXPERIENCE

Southern Telecom Chennai

Senior Accountant
Duration : March 1, 2023 - February 28, 2025

Manage fund transfers, salary processing, and payment transactions efficiently, ensuring timely bill transfers and accurate financial record-keeping. This includes overseeing all related documentation and compliance with internal procedures.

Prime Stone International LLC Muscat, Oman

Senior Accountant
Duration : Dec 2021 - Jan 2023

Oversee accounts payable and daily cash balances while preparing corporate invoices and monthly loan draw requests for construction projects, monitoring job costs. Additionally, review subcontractor payments, prepare bank reconciliations and accrual entries, and manage day-to-day accounting functions.

Panachamootil Honda Kollam, Kerala

Accountant cum Cashier
Duration : Jan 2021 - Nov 2021

Responsible for preparing sales invoices, managing daily cash transactions and voucher entries and performing cashier duties, including updating bank transactions in Excel and conducting monthly branch reconciliations. This ensures accurate financial records and efficient cash handling.

Al Ritaj Modern ENT LLC Muscat, Oman

Accountant
Duration : June 2015 - Aug 2020

Oversaw accounts payable, receivable, and payroll functions, managing daily cash transactions and bank reconciliations while preparing budgets and forecasts for management. Led month-end closings and year-end processes, ensuring accurate financial reporting and timely follow-ups with vendors and debtors.

Sarathy Automobiles Ltd Kollam, Kerala

Accountant
Duration : Sept 2012 - June 2014

Managed financial records, prepared accurate reports and ensured compliance with accounting standards. Streamlined processes to improve efficiency and support decision-making for budget planning.

EDUCATION

Kerala University Bachelor of Commerce

Passing Year - 2012

CBSE Higher Secondary Education

Passing Year - 2009

ICSE Matriculation

Passing Year - 2007