



VINOD E C

FINANCIAL ACCOUNTANT

+96891287809

ccvinodec@gmail.com

KEY STRENGTHS

- Excellent Communication with Clients
- Petty cash
- UAE VAT Knowledge
- Financial reporting
- Cash management
- Account auditing

COMPUTER SKILLS

- Tally ERP and prime
- MS Office Suit
- Quick books
- Sage 50
- SAP Business one 8.8

LANGUAGE

- English
- Hindi
- Malayalam

PERSONAL DETAILS

Date of birth : 25.07.1992
Gender : Male
Nationality : Indian
Marital status : Single

PROFILE SUMMARY

Experienced Junior Financial Accountant with 6 years experience in the Finance Domain . With solid knowledge of Accounting and VAT submission process , Accounting system. Detail – Oriented and dedicated to timely and accurate financial statements proactive in identifying problems implanting solution, and the standardization of process.

WORK EXPERIENCE

THALAM & NEW RAGAM THEATRE
(June 2022 to Present)
Counter Staff, Billing & Cashier

GOLDEN ECLIPSE PVT.LTD MALDIVES.
August 2021 to may 2022 (10 Months)
Assistant Accountant

- Prepared Day book
- Keeping Cash Book & Pay Roll Statement
- Analyzing Monthly Statement
- Collected and analyzed clients' data and financial transactions documenting accounting control procedures.
- Maintained financial records and ensure proper recording of operations required to the financial workflow.
- Ensured process compliance and accomplish other tasks relevant to monetary policies, regulations and legislation.
- Managed the development and improvement from a handbook system to a computerized environment.
- Produce profit and loss statements and other financial reports, including audit vendor list price.
- Prepared month – end balance sheet reconciliations including but not limited to recording transactions, creating reports, tracking income, and checking expense figures for accuracy and legitimacy.

PASSPORT DETAILS

Passport No : L 8171883

Issue of date : 31/03/2014

Expiry date : 30/04/2024

Place of issue: Cochin

INTERESTS

- Playing football
- Cricket
- Conducting Games or Programs

PHILLY AND SONS WHOLE SALE SUPERMARKET 2020 to 2021 (1Year)

Billing and Cashier

- Manage accounting activities to ensure compliance with accounting principles, policies, and external audits.
- Prepare accurate, timely financial reports of company expenditures following the established schedule.
- Review and analyze the balance sheet, income statement, cash flow statements, and variance narratives.
- Establish new fund distribution rules to define and standardize key metrics and tolerance for all levels.
- Monitor the status of transactions and coding structures to ensure alignment with company policy and guidelines.
- Drive the agency key metrics, reporting process, and data gathering by maintaining accounting database.

ACCOUNTS COMBINE (GST & VAT)

5 Years

Assistant Accountant

- Collected and analyzed clients' data and financial transactions documenting accounting control procedures.
- Maintained financial records and ensure proper recording of operations required to the financial workflow.
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- Managed the development and improvement from a handbook system to a computerized environment.
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EDUCATION

- Master of Commerce (M Com)
University of Calicut- Kerala, India – 2016
- Bachelor of Commerce (B Com)
University of Calicut- Kerala, India – 2013
- Plus Two (Higher Secondary Education) 2010
- Secondary Level Leaving Certificate (SSLC) 2008
Board of Public Examination Govt.of Kerala, India

DECLARATION

I hereby declare that the above given information is true to the best of my knowledge.

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