

PROFILE

Adept at managing invoicing, payroll and general accounting functions. Instrumental in keeping business operations fully compliant and working within budgetary guidelines.

EDUCATION

Bachelor of Commerce

kollam | 2014 June - 2017 March

Diploma in Financial Accounting, CDAC

EMPLOYMENT HISTORY

ACCOUNTANT, Omega Measuring & Calibration Laboratory

AL Quoz Industrial Area 4 | 2023 August - Present

- Generating invoices and account statements.
- Producing monthly Sales and expense reports for VAT FILING.
- Collecting Payments from Clients and accurately recording them in the system.
- Maintaining account receivable file and records.

Accountant, Khader & Company Tax Consultants

Haripad | 2021 May - 2023 May

- Handled day-to-day accounting processes to drive financial accuracy.
- Gst Monthly Filing AND Annual Return.
- Gathered financial information, prepared documents, and closed books.
- Digital Signature Registration.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating, and cash, and banking reconciliations.

Junior Accountant, Epsilon Labs

kochi | 2018 June - 2019 June

- Assisted with preparation of monthly financial statements.
- Reconciled month-end totals for timely and accurate reporting of financial information.
- Generated and submitted invoices based upon established accounts receivable schedules and terms.
- Managed supplier accounts and built lasting relationships with suppliers.

SOFTWARE PROFICIENCY

- TALLY PRIME - ZOH0 BOOKS - QUICKBOOKS- ERP 9



**VISHAL
RAMACHANDRAN**
ACCOUNTANT

 055-1617856

 vishal.ramachandran@gmail.com

 HOR AL ANZ, DEIRA, UAE

Birth Date

23/05/1995

Nationality

INDIAN

SKILLS

Account Reconciliation Processes

Tax Law Understanding

Financial Statements

Customer Relations

Administrative Support

DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.