



PERSONAL DETAILS

- Nationality : Indian
- Date of Birth : 06/03/1998
- Gender : Male
- Visa Status : Visit Visa
- Marital Status : Single
- Passport NO : P8101738

EDUCATION

- DEGREE (B.COM)
- Higher Secondary School

LANGUAGE

- English
- Hindi
- Malayalam
- Tamil

COMPUTER SKILLS

- Data Entry
- Tally Prime
- Micro Soft Excel
- Word, PowerPoint

SKILLS

- Accounting & Bookkeeping
- A/P and A/R
- Data Collection
- Cash Analysis
- Business Operation Analysis
- Inventory Assessments
- Financial Management
- Customer Relations
- Reporting

CURRICULUM VITAE

VISHNU.V

Mob: + 971 50 476 5960

vishnuvidyadharan554@gmail.com

Deira, Dubai, U.A.E

CAREER OBJECTIVE

Hardworking, highly motivated professional eager to lend combined knowledge and skills to enhance business performance with experience in accounting and finance. Operates well in both individual and team capacities, leveraging seasoned work ethic to quickly adapt to different processes and drive company objectives. Resourceful and results-driven with a passion for growth and efficiency to meet company needs and increase service value.

PROFESSIONAL QUALIFICATION

• **VIBES (VIRTUAL INTERACTIVE BUSINESS EXPERIMENT SYSTEM)**

Practical Accounting (Manual) Computerized Accounting
(Tally Prime, Peachtree, QuickBooks, Tradeasy, Excel) With Logistics

WORK EXPERIENCE

Accountant at Farms Mini Mart in Dubai (4/09/23 – 29/10/23)

DUTIES

- Performs journal entry preparation and data entry
- Process and update of daily point on sales transactions including cash and credit card
- Review and audit store inventories
- Bank reconciliations and recurring cash entries
- Preparing month end reports and payroll

Accountant at G-Mart Hypermarket in India (2021-2023)

DUTIES

- Dealing with purchase & sales invoices, income, receipts and payments
- Ensure timely bank payments
- Report on company's financial health and liquidity
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Computing and submitting GST returns
- Preparing staff wages and managing claims for expenses
- Audit financial transactions and documents

DECLARATION

I hereby declare that the above details furnished by me are true to the best of my knowledge and belief.

VISHNU.V